

VETERANS OF FOREIGN WARS OF THE UNITED STATES COUNTY COUNCIL INSPECTION FORM

DISTRICT # _____	DEPARTMENT _____	INSPECTION DATE _____
------------------	------------------	-----------------------

- 1) HAS THE CC ADOPTED BY-LAWS IN ACCORDANCE WITH SECTION 402 OF THE NATIONAL BY-LAWS?.....

YES	NO
-----	----

 - a) DATE REVIEWED BY THE COMMANDER-IN-CHIEF: _____
- 2) IS THE CC INCORPORATED IN ACCORDANCE WITH SECTION 708 OF THE NATIONAL BY-LAWS?.....

YES	NO
-----	----

 - a) DATE REVIEWED BY THE COMMANDER-IN-CHIEF: _____
 - b) DATE FILED WITH APPROPRIATE STATE OFFICIALS: _____
 - c) NAME OF INCORPORATED UNIT: _____
- 3) NUMBER OF POSTS IN THE CC: _____
- 4) ARE ALL OFFICER POSITIONS FILLED AS PRESCRIBED IN SECTION 416 OF THE NATIONAL BY-LAWS?.....

YES	NO
-----	----
- 5) DOES THE CC ADJUTANT...
 - a) MAINTAIN BOOKS AND RECORDS IN A LEGIBLE AND UNIFORM FORMAT?.....

YES	NO
-----	----
 - b) MAINTAIN A FILE OF DISTRICT MEETING MINUTES AFTER CORRECTION AND APPROVAL?.....

YES	NO
-----	----
 - c) MAINTAIN A FILE OF CURRENT ORDERS OR CIRCULARS ISSUED FROM HIGHER AUTHORITY?.....

YES	NO
-----	----
 - d) MAINTAIN A CORRESPONDENCE FILE?.....

YES	NO
-----	----
 - e) MAINTAIN A FILE CONTAINING PROOF OF ELIGIBILITY SUBMITTED BY OFFICERS?.....

YES	NO
-----	----
 - f) MAINTAIN A CURRENT COPY OF DISTRICT, DEPARTMENT, AND NATIONAL BY-LAWS?.....

YES	NO
-----	----
- 6) DOES THE CC MEET IN ACCORDANCE WITH SECTION 403 OF THE NATIONAL BY-LAWS?.....

YES	NO
-----	----

 - a) DATE OF LAST SCHOOL OF INSTRUCTION: _____
- 7) ARE ALL COMMITTEE REPORTS READ AT CC MEETINGS?.....

YES	NO
-----	----
- 8) ARE PROGRAM REPORTS SUBMITTED IN ACCORDANCE WITH DEPARTMENT BY-LAWS & GUIDELINES?.....

YES	NO
-----	----

 - a) DATE OF LAST REPORT SUBMISSION: _____
- 9) DOES VOTING PROCEDURE CONFORM TO SECTION 421 OF THE NATIONAL BY-LAWS?.....

YES	NO
-----	----
- 10) ARE CC FUNDRAISING ACTIVITIES CONDUCTED IN ACCORDANCE WITH SECTION 414 OF THE NATIONAL BY-LAWS?.....

YES	NO
-----	----

 11)

YES	NO
-----	----
- DOES THE CC HAVE A LADIES AUXILIARY?

YES	NO
-----	----

 - a) IS THERE PROPER COOPERATION BETWEEN THE CC AND ITS AUXILIARY UNIT?.....

YES	NO
-----	----
- 12) DO THE TRUSTEES, IN ACCORDANCE WITH SECTION 418(a)(7)(a), AUDIT ALL BOOKS AND RECORDS OF THE CC QUARTERMASTER, CC ADJUTANT AND ANY ACTIVITY, OR UNIT SPONSORED, CONDUCTED OR OPERATED BY, FOR OR ON BEHALF OF THE CC?.....

YES	NO
-----	----

 - a) DATE OF LAST AUDIT: _____
- 13) DISTRICT FUNDS:

<ol style="list-style-type: none"> a) BALANCE OF ALL CHECKING ACCOUNTS \$ _____ b) BALANCE OF ALL SAVINGS ACCOUNTS \$ _____ c) BALANCE OF ALL CD & BOND ACCOUNTS \$ _____ d) ALL OTHER ACCOUNT TYPES \$ _____ <li style="padding-left: 40px;">e) TOTAL OF ALL ACCOUNTS \$ _____ f) AMOUNT OF QUARTERMASTER BOND \$ _____ 	<ol style="list-style-type: none"> g) DO ALL ACCOUNT LEDGER BALANCES MATCH THE BALANCE OF RECONCILED BANK STATEMENTS? <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 15px;">YES</td><td style="width: 20px; height: 15px;">NO</td></tr></table> h) IS THE QUARTERMASTER BOND (f) GREATER THAN TOTAL OF ALL ACCOUNTS (e)? <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 15px;">YES</td><td style="width: 20px; height: 15px;">NO</td></tr></table> 	YES	NO	YES	NO
YES	NO				
YES	NO				
- 14) NAME OF BONDING COMPANY: _____ EXPIRATION DATE OF BOND: _____
- 15) ARE ADDITIONAL OFFICERS ACCOUNTABLE FOR FUNDS BONDED? (SECTION 703 OF THE NATIONAL BY-LAWS).....

YES	NO
-----	----
- 16) DOES THE CC QUARTERMASTER...
 - a) MAINTAIN BOOKS AND RECORDS IN A LEGIBLE AND UNIFORM FORMAT?.....

YES	NO
-----	----
 - b) HAVE CARE AND CUSTODY OF ALL COMMITTEE FUNDS?.....

YES	NO
-----	----
 - c) REPORT ON TRANSACTIONS CONCERNING RECEIPTS AND EXPENDITURES AT CC MEETINGS?.....

YES	NO
-----	----
 - d) COLLECT ANNUAL CC DUES?.....AMOUNT PER MEMBER PER POST: _____

YES	NO
-----	----
 - e) FILE APPROPRIATE FORMS AS REQUIRED BY FEDERAL, STATE AND LOCAL STATUES?.....

YES	NO
-----	----
 - f) DATE OF LAST IRS FORM 990 FILING: _____ IS THE 990 FILING AVAILABLE FOR PUBLIC INSPECTION?..

YES	NO
-----	----
- 17) ARE SIGNATURES AUTHORIZING THE DISBURSEMENT OF FUNDS DONE IN ACCORDANCE WITH DISTRICT BY-LAWS?.....

YES	NO
-----	----
- 18) ARE CHECKS PRE-SIGNED BY ANY AUTHORIZED OFFICER?.....

YES	NO
-----	----
- 19) ARE ALL EXPENDITURES VOTED ON BY THE GOVERNING BODY (AS DEFINED IN SECTION 404 & 421 OF THE NATIONAL BY-LAWS) AND APPROVED BY THE CC COMMANDER?.....

YES	NO
-----	----
- 20) DOES THE DISTRICT OWN REAL PROPERTY?.....

YES	NO
-----	----

 - a) APPRAISED VALUE: \$ _____ MONTHLY PAYMENT: \$ _____ AMOUNT OWED: \$ _____
 - b) TITLE HOLDER: _____
- 21) DOES THE CC CARRY ALL PROPER TYPES OF INSURANCE?.....

YES	NO
-----	----

 - a) ARE NATIONAL AND DEPARTMENT HEADQUARTERS ADDITIONAL INSURED'S?.....

YES	NO
-----	----
- 22) DOES THE CC RETAIN DOCUMENTS IN ACCORDANCE WITH THE DEPARTMENT'S DOCUMENT RETENTION POLICY?.....

YES	NO
-----	----
- 23) CC FEDERAL EMPLOYEE IDENTIFICATION NUMBER (EIN): _____

INSPECTOR COMMENTS (INCLUDE EXPLANATION(S) OF ALL "NO" ANSWERS):

CC COMMANDER: _____
PRINT AND SIGN

INSPECTOR: _____
PRINT AND SIGN

The Inspector shall provide a copy of each inspection to the District Commander and Department Inspector and set forth therein any constructive criticism and recommendations.
 MAINTAIN IN CC FILE AS A PERMANENT RECORD