

**VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF MICHIGAN DISTRICT INSPECTION FORM**

District # _____ **Date of Inspection:** _____

GENERAL:

Has the District adopted Bylaws in accordance with Section 402 of the National Bylaws? Yes ____ No ____

Date of last review by the Commander-in-Chief: _____

Is the District incorporated in accordance with Section 708 of the National Bylaws? Yes ____ No ____

Date reviewed by the Commander-in-Chief: _____

Date of last annual report filed with appropriate state officials: _____

Does the District have an Auxiliary? Yes ____ No ____

DISTRICT PROCESSES:

Are all District officer positions filled as prescribed in Section 416 of the National Bylaws? Yes ____ No ____

Do all committees report to the membership at District meetings? Yes ____ No ____

DUTIES OF THE ADJUTANT:

Does the District Adjutant:

Maintain books and records in a legible and uniform format? Yes ____ No ____

Prepare vouchers for payment authorization? Yes ____ No ____

Maintain a file of meeting minutes after correction and approval? Yes ____ No ____

Maintain a file of current orders or circulars issued from higher authority? Yes ____ No ____

Maintain a correspondence file? Yes ____ No ____

Maintain a file containing proof of eligibility submitted by District officers? Yes ____ No ____

Maintain a current copy of District, Department and National Bylaws? Yes ____ No ____

Retain documents in accordance with National's recommended Document Retention Policy
(Commander's Guide for Quartermaster)? Yes ____ No ____

DUTIES OF THE QUARTERMASTER:

Is the District Quartermaster's bond current? Yes ____ No ____

Is the amount of Quartermaster's bond adequate for assets on hand? Yes ____ No ____

Are additional officers accountable for funds bonded in accordance with the National Bylaws? Yes ____ No ____

Does the District Quartermaster :

Maintain books and records in a legible and uniform format? Yes ____ No ____

Have care and custody of all committee funds? Yes ____ No ____

Prepare and present a report of receipts and expenditures at every District meeting? Yes ____ No ____

File appropriate forms as required by federal, state and local statutes? Yes ____ No ____

Are all expenditures voted on by the District membership? Yes ____ No ____

Are signatures authorizing the disbursement of funds (voucher) in accordance with National MOP?
Yes ____ No ____

Are disbursements signed in accordance with District Bylaws (by check or electronic means)?
Yes ____ No ____

Are checks pre-signed by any authorized officer? Yes ____ No ____

Does the District Quartermaster retain documents in accordance with National's recommended
Document Retention Policy (Commander's Guide for Quartermaster)? Yes ____ No ____

District Federal Employee Identification Number (EIN):

Date of last 990 filing:

Is proof of the 990 filing available for inspection?

Yes ____ No ____

DUTIES OF THE TRUSTEES:

Do the elected Trustees review the report of receipts and expenditures?

Yes ____ No ____

Do the elected Trustees audit quarterly all books and records of the Quartermaster, Adjutant and any activity, or unit sponsored, conducted or operated by, for or on behalf of the District?

Yes ____ No ____

Date of last quarterly audit:

INSPECTOR COMMENTS:

DISTRICT COMMANDER:

PRINT

SIGN

INSPECTOR:

PRINT

SIGN