

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

**Post #** \_\_\_\_\_ **District #** \_\_\_\_\_ **Date of Inspection:** \_\_\_\_\_

**GENERAL:**

Has the Post adopted Bylaws in accordance with Section 202 of the National Bylaws? Yes \_\_\_\_ No \_\_\_\_

Date of last review by the Commander-in-Chief: \_\_\_\_\_

Is the Post 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 Post have an Auxiliary? Yes \_\_\_\_ No \_\_\_\_

Does the Post operate a clubroom/canteen or other state licensed entity? Yes \_\_\_\_ No \_\_\_\_

If yes, does the Post have liquor liability insurance? Yes \_\_\_\_ No \_\_\_\_

**POST PROCESSES:**

Are all Post officer positions filled as prescribed in Section 216 of the National Bylaws? Yes \_\_\_\_ No \_\_\_\_

Does the Post hold at least one meeting per month with a quorum present? Yes \_\_\_\_ No \_\_\_\_

Are applications for membership reviewed, read and voted on at a Post meeting for approval? Yes \_\_\_\_ No \_\_\_\_

Do all committees report to the membership at Post meetings? Yes \_\_\_\_ No \_\_\_\_

Are Community Service and Hospital Program Activity reports submitted on line in accordance with Department Bylaws and guidelines? Yes \_\_\_\_ No \_\_\_\_

Date of last submission: \_\_\_\_\_

Does the Post purchase and distribute Buddy Poppies? Yes \_\_\_\_ No \_\_\_\_

Date of last distribution: \_\_\_\_\_

**DUTIES OF THE ADJUTANT:**

**Does the Post Adjutant:**

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

Prepare vouchers for payment authorization? Yes \_\_\_\_ No \_\_\_\_

Maintain a file containing a copy of the original application of every member of the Post? Yes \_\_\_\_ No \_\_\_\_

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

Maintain a file of current orders and circulars issued from higher authority? Yes \_\_\_\_ No \_\_\_\_

Maintain a correspondence file? Yes \_\_\_\_ No \_\_\_\_

Maintain a file containing proof of eligibility submitted by Post officers? Yes \_\_\_\_ No \_\_\_\_

Maintain a current copy of Post, District (if applicable), 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 Post 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 Post Quartermaster :**

Maintain books and records in a legible and uniform format? Yes \_\_\_\_ No \_\_\_\_  
Receive and properly transmit membership dues as required? Yes \_\_\_\_ No \_\_\_\_  
Maintain a relief fund in accordance with Section 219 of the National Bylaws? Yes \_\_\_\_ No \_\_\_\_  
Have care and custody of all committee funds? Yes \_\_\_\_ No \_\_\_\_  
Prepare and present a report of receipts and expenditures at every Post meeting? Yes \_\_\_\_ No \_\_\_\_  
File appropriate forms as required by federal, state and local statutes? Yes \_\_\_\_ No \_\_\_\_

Are all expenditures voted on by the Post membership? Yes \_\_\_\_ No \_\_\_\_

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

Are disbursements signed in accordance with Post Bylaws (by check or electronic means)? Yes \_\_\_\_ No \_\_\_\_

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

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

Post 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 monthly report of receipts and expenditures? Yes \_\_\_\_ No \_\_\_\_

Do the elected Trustees audit quarterly all books and records of the Post Quartermaster, Post Adjutant and any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or on behalf of the Post? Yes \_\_\_\_ No \_\_\_\_

Date of last quarterly audit: \_\_\_\_\_

**POST PROPERTY:**

Does the Post own real property? Yes \_\_\_\_ No \_\_\_\_

Who is the Title Holder? \_\_\_\_\_

Does the Post have property and liability insurance? Yes \_\_\_\_ No \_\_\_\_

Are both the VFW of the US and Department named as additional insureds? Yes \_\_\_\_ No \_\_\_\_

**INSPECTOR COMMENTS:**

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**POST COMMANDER:** \_\_\_\_\_  
PRINT SIGN

**INSPECTOR:** \_\_\_\_\_  
PRINT SIGN