

**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 statues? 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:

POST COMMANDER: _____
PRINT SIGN

INSPECTOR: _____
PRINT SIGN

DISTRICT COMMANDER: _____
PRINT SIGN DATE