

DEPARTMENT OF PENNSYLVANIA - VETERANS OF FOREIGN WARS OF THE UNITED STATES

POST INSPECTION FORM

POST #	CHARTERED LOCATION (CITY & STATE)	DISTRICT #	DEPARTMENT	INSPECTION DATE
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- 1) HAS THE POST ADOPTED BY-LAWS IN ACCORDANCE WITH SECTION 202 OF THE NATIONAL BY-LAWS?.....

YES	NO
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- a) DATE BY-LAWS REVIEWED BY COMMANDER-IN-CHIEF: _____
- 2) IS THE POST INCORPORATED IN ACCORDANCE WITH SECTION 708 OF THE NATIONAL BY-LAWS?.....

YES	NO
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- a) DATE ARTICLES OF INCORPORATION REVIEWED BY COMMANDER-IN-CHIEF : _____
- b) NAME OF INCORPORATED UNIT: _____
- 3) ARE ALL OFFICER POSITIONS FILLED AS PRESCRIBED IN SECTION 216 OF THE NATIONAL BY-LAWS?.....

YES	NO
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- 4) DOES THE POST ADJUTANT...
- a) MAINTAIN MINUTES, BOOKS AND RECORDS IN A LEGIBLE AND UNIFORM MANNER?.....

YES	NO
-----	----
- b) MAINTAIN A FILE CONTAINING A COPY THE ORIGINAL APPLICATION OF EVERY MEMBER OF THE POST?.....

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

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

YES	NO
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- 5) ARE APPLICATIONS FOR NEW, REINSTATED AND TRANSFERRING MEMBERS READ AND VOTED ON FOR APPROVAL?.....

YES	NO
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- 6) DOES THE POST HOLD AT LEAST ONE MEETING PER MONTH?.....

YES	NO
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- 7) DOES THE POST MEETING FOLLOW THE RITUAL AND ORDER OF BUSINESS AS PRESCRIBED IN THE MANUAL OF PROCEDURE?.....

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

YES	NO
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- 9) DOES THE POST OBSERVE COMMEMORATIVE DATES, AS PRESCRIBED IN THE MANUAL OF PROCEDURE?.....

YES	NO
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- 10) DOES THE POST HAVE AN AUXILIARY?.....

YES	NO
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- 11) DOES THE POST DISTRIBUTE BUDDY POPPIES?.....

YES	NO
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- 12) DO THE TRUSTEES REVIEW THE MONTHLY REPORT OF RECEIPTS AND EXPENDITURES?.....

YES	NO
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- 13) DO THE TRUSTEES AUDIT QUARTERLY ALL BOOKS AND RECORDS OF THE POST QUARTERMASTER, POST ADJUTANT AND ANY ACTIVITY, CANTEEN OR HOLDING COMPANY OR UNIT SPONSORED, CONDUCTED OR OPERATED BY, FOR OR ON BEHALF OF THE POST?

YES	NO
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- 14) FUNDS
- | <u>POST FUNDS</u> | <u>CANTEEN FUNDS</u> |
|---|--|
| a) BALANCE OF CHECKING ACCOUNTS \$ _____ | g) BALANCE OF CHECKING ACCOUNTS \$ _____ |
| b) BALANCE OF SAVINGS ACCOUNTS \$ _____ | h) BALANCE OF OTHER ACCOUNTS \$ _____ |
| c) BALANCE OF CD & BOND ACCOUNTS \$ _____ | i) TOTAL OF CANTEEN ACCOUNTS \$ _____ |
| d) BALANCE OF OTHER ACCOUNTS \$ _____ | j) AMOUNT OF TREASURER BOND \$ _____ |
| e) TOTAL OF POST ACCOUNTS \$ _____ | |
| f) AMOUNT OF QUARTERMASTER BOND \$ _____ | |

- k) ARE THE QUARTERMASTER AND TREASURER BONDS LARGER THAN THE TOTAL OF THE RESPECTIVE ACCOUNTS.....

YES	NO
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- l) NAME OF BONDING COMPANY - POST _____ CANTEEN _____
- m) EXPIRATION DATE OF BOND: QUARTERMASTER _____ TREASURER _____

- 15) ARE ADDITIONAL OFFICERS ACCOUNTABLE FOR FUNDS BONDED?.....

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

YES	NO
-----	----
- b) MAINTAIN A DUES RESERVE FUND?.....

YES	NO
-----	----
- c) MAINTAIN A RELIEF FUND IN ACCORDANCE WITH SECTION 704 OF THE NATIONAL BY-LAWS?.....

YES	NO
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- d) HAVE CARE AND CUSTODY OF ALL COMMITTEE FUNDS, INCLUDING CANTEEN?.....

YES	NO
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- e) REPORT ON ALL RECEIPTS AND EXPENDITURES AT EACH POST MEETING?.....

YES	NO
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- f) DATE OF LAST IRS FORM 990 FILING _____

- 17) ARE ALL EXPENDITURES VOTED ON BY THE POST MEMBERSHIP AND APPROVED BY THE POST COMMANDER?.....

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

YES	NO
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- 19) DOES THE POST OWN REAL PROPERTY?.....

YES	NO
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- a) APPRAISED VALUE \$ _____ b) NAME OF TITLE HOLDER _____

- 20) DOES THE POST CARRY THE PROPER TYPES OF INSURANCE?.....

YES	NO
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- a) ARE NATIONAL AND DEPARTMENT HEADQUARTERS ADDITIONAL NAMED INSURED?.....

YES	NO
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- 21) FEDERAL EMPLOYEE IDENTIFICATION NUMBER (E.I.N.) POST _____ HOME ASSOC. _____
- 22) DOES THE POST OPERATE A CANTEEN/HOME ASSOCIATION OR OTHER STATE LICENSED ENTITY?.....

YES	NO
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- 23) IS THE CANTEEN/HOME ASSOCIATION INCORPORATED?.....

YES	NO
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- 24) HAS THE CANTEEN/HOME ASSOCIATION ADOPTED BY-LAWS?.....

YES	NO
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25) NUMBER OF SOCIAL MEMBERS _____

FOR COMMENTS BY INSPECTOR SEE REVERSE SIDE OF FORM

POST COMMANDER _____ DATE _____
PRINT AND SIGN

INSPECTOR _____ DATE _____
PRINT AND SIGN

DEPARTMENT OF PENNSYLVANIA - VETERANS OF FOREIGN WARS OF THE UNITED STATES

POST INSPECTION FORM

THE INSPECTOR WILL PROVIDE ONE COPY TO POST, ONE COPY TO DISTRICT, ORIGINAL TO STATE INSPECTOR

POST INSPECTION FORM 21 JUNE 2014