

# VETERANS OF FOREIGN WARS OF THE UNITED STATES DISTRICT INSPECTION FORM

DISTRICT # _____	DEPARTMENT _____	INSPECTION DATE _____
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- 1) HAS THE DISTRICT 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 DISTRICT 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 DISTRICT: \_\_\_\_\_  YES  NO
  - 4) ARE ALL OFFICER POSITIONS FILED AS PRESCRIBED IN SECTION 416 OF THE NATIONAL BY-LAWS?.....  YES  NO
  - 5) DOES THE DISTRICT 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 DISTRICT 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 DISTRICT 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 DISTRICT FUNDRAISING ACTIVITIES CONDUCTED IN ACCORDANCE WITH SECTION 414 OF THE NATIONAL BY-LAWS?.....  YES  NO
  - 11) DOES THE DISTRICT HAVE A LADIES AUXILIARY?.....  YES  NO
    - a) IS THERE PROPER COOPERATION BETWEEN THE DISTRICT 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 DISTRICT QUARTERMASTER, DISTRICT ADJUTANT AND ANY ACTIVITY, OR UNIT SPONSORED, CONDUCTED OR OPERATED BY, FOR OR ON BEHALF OF THE DISTRICT?.....  YES  NO
    - a) DATE OF LAST AUDIT: \_\_\_\_\_
  - 13) DISTRICT FUNDS:
 

<ol style="list-style-type: none"> <li>a) BALANCE OF ALL CHECKING ACCOUNTS \$ _____</li> <li>b) BALANCE OF ALL SAVINGS ACCOUNTS \$ _____</li> <li>c) BALANCE OF ALL CD &amp; BOND ACCOUNTS \$ _____</li> <li>d) ALL OTHER ACCOUNT TYPES \$ _____</li> <li>e) TOTAL OF ALL ACCOUNTS \$ _____</li> <li>f) AMOUNT OF QUARTERMASTER BOND \$ _____</li> </ol>	<ol style="list-style-type: none"> <li>g) DO ALL ACCOUNT LEDGER BALANCES MATCH THE BALANCE OF RECONCILED BANK STATEMENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO</li> <li>h) IS THE QUARTERMASTER BOND (f) GREATER THAN TOTAL OF ALL ACCOUNTS (e)? <input type="checkbox"/> YES <input type="checkbox"/> NO</li> </ol>
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  - 14) NAME OF BONDING COMPANY: \_\_\_\_\_ EXPIRATION DATE OF BOND: \_\_\_\_\_  YES  NO
  - 15) ARE ADDITIONAL OFFICERS ACCOUNTABLE FOR FUNDS BONDED? (SECTION 703 OF THE NATIONAL BY-LAWS).....  YES  NO
  - 16) DOES THE DISTRICT 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 DISTRICT MEETINGS?.....  YES  NO
    - d) COLLECT ANNUAL DISTRICT DUES?.....  YES  NO
    - e) AMOUNT PER MEMBER PER POST: \_\_\_\_\_
    - f) FILE APPROPRIATE FORMS AS REQUIRED BY FEDERAL, STATE AND LOCAL STATUES?.....  YES  NO
    - g) 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 DISTRICT 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 DISTRICT CARRY ALL PROPER TYPES OF INSURANCE?.....  YES  NO
    - a) ARE NATIONAL AND DEPARTMENT HEADQUARTERS ADDITIONAL INSURED'S?.....  YES  NO
  - 22) DOES THE DISTRICT RETAIN DOCUMENTS IN ACCORDANCE WITH THE DEPARTMENT'S DOCUMENT RETENTION POLICY?.....  YES  NO
  - 23) DISTRICT FEDERAL EMPLOYEE IDENTIFICATION NUMBER (EIN): \_\_\_\_\_  YES  NO
- INSPECTOR COMMENTS (INCLUDE EXPLANATION(S) OF ALL "NO" ANSWERS):  
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DISTRICT 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 DISTRICT FILE AS A PERMANENT RECORD