

# VETERANS OF FOREIGN WARS OF THE UNITED STATES

## DEPARTMENT OF OHIO

### POST INSPECTION FORM

POST	CHARTED LOCATION (CITY & STATE)	DISTRICT	INSPECTION DATE
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- 1) Has the post adopted by-laws in accordance with Section 202 of the National By-Laws.....Y/N
- 2) Is the post incorporated in accordance with Section 708 of the National By-Laws.....Y/N
  - a) Date filed with appropriate state officials\_\_\_\_\_
  - b) Name of Incorporated unit:\_\_\_\_\_
- 3) Are all officer positions filled as prescribed in Section 216 of the National By-Laws.....Y/N
- 4) Are post delegates elected in accordance with Section 222 of the National By-Laws.....Y/N
- 5) Does the Post Adjutant
  - a) Maintain a file containing a copy of the original application of every member admitted to post.....Y/N
  - b) Maintain a file of meeting minutes after correction and approval?.....Y/N
  - c) Maintain a file of current orders or circulars issued from higher authority.....Y/N
  - d) Maintain a file containing proof of eligibility submitted by officers for a minimum of 2 years?.....Y/N
  - e) Maintain a current copy of Department and National By-Laws?.....Y/N
- 6) Are applications for new, reinstated and transferring members read and voted on for approval?.....Y/N
- 7) Does the post hold at least on meeting per month with a quorum present?.....Y/N
- 8) Does the Post Commander or designee attend all properly called District Meeting per year, as required in section 218 of the National By-Laws.....Y/N
- 9) Are program reports submitted in accordance with Department By-Laws and guidelines?.....Y/N
- 10) Does the Post observe commemorative dates as mandated in Section 223 of National By-Laws?.....Y/N
- 11) Does the Post have a membership Chairman?.....Y/N
  - a) Are all members encouraged to participate in recruiting efforts?.....Y/N
- 12) Do the elected trustees review the monthly report of receipts and expenditures?.....Y/N
- 13) 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?.....Y/N
  - a) Date of last quarterly audit \_\_\_\_\_
- 16) Post 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 and Bonds \$ _____</li> <li>d) All other account types \$ _____</li> <li>e) Total of all accounts \$ _____</li> <li>f) Amount of QM Bond \$ _____</li> <li>i) Post outstanding credit card/loans \$ _____</li> </ol>	<ol style="list-style-type: none"> <li>g) Do all account ledger balances match the balance of reconciled bank statements.....Y/N</li> <li>h) Is the Quartermaster Bond greater than total?.....Y/N</li> </ol>
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- 17) Name of Surety Bond Company \_\_\_\_\_ Expiration of Bond \_\_\_\_\_
- 18) Are additional officers accountable for funds, bonded in accordance with Section 219 of the National By Laws?.....Y/N
- 19) Does the Post Quartermaster...
  - a) Maintain books and records in a legible and uniform format?.....Y/N
  - b) Receive and properly transmit dues as required?.....Y/N
  - c) Maintain a relief fund in accordance with Section 219 of the National By-Laws?.....Y/N
  - d) Have care and custody of all committee funds?.....Y/N
  - e) Report on transactions concerning receipts and expenditures at Post meetings.....Y/N
  - f) File appropriate forms as required by federal, state and local status?.....Y/N
  - g) Date of Last 990 filing: \_\_\_\_\_ Is it available for public inspection.....Y/N
  - h) File annually, the property tax exemption form DTE 23V?.....Y/N  
Date last filed \_\_\_\_\_
- 20) Are all expenditures voted on by the Post membership?.....Y/N
- 21) Are expenditures from relief fund in accordance with Section 219 of the National By-Laws?.....Y/N
- 22) Is the post a member of VFW Ohio Charities.....Y/N  
If yes, are you current with payments to Charities.....Y/N
- 23) Are the disbursement of funds done in accordance with Post By-Laws.....Y/N
- 24) Does the Post own Property?.....Y/N
  - a) appraised value: \$ \_\_\_\_\_ Monthly payment\$ \_\_\_\_\_ Amount owed\$ \_\_\_\_\_  
Title Holder: \_\_\_\_\_
- 25) Does the post submit Certificate of Liability yearly?.....Y/N
  - a) Are both National VFW and Department of Ohio named as additional insureds.....Y/N
- 26) Post Federal Employee Identification Number (EIN): \_\_\_\_\_
- 27) Does the post operate a clubroom/Canteen or other state licensed entity?.....Y/N

INSPECTOR COMMENTS \_\_\_\_\_

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\_\_\_\_\_

POST COMMANDER \_\_\_\_\_

PRINT/SIGN

INSPECTOR: \_\_\_\_\_

PRINT/SIGN