

# VETERANS OF FOREIGN WARS OF THE UNITED STATES

## DISTRICT INSPECTION FORM

DISTRICT #	DEPARTMENT	INSPECTION DATE
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- 1) HAS THE DISTRICT ADOPTED BYLAWS IN ACCORDANCE WITH SECTION 402 OF THE NATIONAL BYLAWS? ☐ YES ☐ NO
  - a) DATE REVIEWED BY THE COMMANDER-IN-CHIEF: \_\_\_\_\_
- 2) IS THE DISTRICT INCORPORATED IN ACCORDANCE WITH SECTION 708 OF THE NATIONAL BYLAWS? ☐ YES ☐ NO
  - a) DATE REVIEWED BY THE COMMANDER-IN-CHIEF: \_\_\_\_\_
  - b) DATE FILED WITH APPROPRIATE STATE OFFICIALS: \_\_\_\_\_
  - c) NAME OF INCORPORATED UNIT: \_\_\_\_\_
  - d) REGISTERED AGENT OF RECORD: \_\_\_\_\_ LAST UPDATED: \_\_\_\_\_
- 3) NUMBER OF POSTS IN THE DISTRICT: \_\_\_\_\_
- 4) ARE ALL OFFICER POSITIONS FILLED AS PRESCRIBED IN SECTION 416 OF THE NATIONAL BYLAWS? ☐ YES ☐ NO
- 5) DOES THE DISTRICT ADJUTANT... ☐ YES ☐ NO
  - 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 BYLAWS? ☐ YES ☐ NO
- 6) DOES THE DISTRICT MEET IN ACCORDANCE WITH SECTION 403 OF THE NATIONAL BYLAWS? ☐ 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 BYLAWS & GUIDELINES? ☐ YES ☐ NO
  - a) DATE OF LAST REPORT SUBMISSION: \_\_\_\_\_
- 9) DOES VOTING PROCEDURE CONFORM TO SECTION 421 OF THE NATIONAL BYLAWS? ☐ YES ☐ NO
- 10) ARE DISTRICT FUNDRAISING ACTIVITIES CONDUCTED IN ACCORDANCE WITH SECTION 414 OF THE NATIONAL BYLAWS? ☐ YES ☐ NO
- 11) DOES THE DISTRICT HAVE AN 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? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></li> <li>h) IS THE QUARTERMASTER BOND (f) GREATER THAN TOTAL OF ALL ACCOUNTS (e)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></li> </ol>
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- 14) NAME OF BONDING COMPANY: \_\_\_\_\_ EXPIRATION DATE OF BOND: \_\_\_\_\_
- 15) ARE ADDITIONAL OFFICERS ACCOUNTABLE FOR FUNDS BONDED? (SECTION 703 OF THE NATIONAL BYLAWS) ☐ YES ☐ NO
- 16) DOES THE DISTRICT QUARTERMASTER... ☐ YES ☐ NO
  - 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 STATUTES? ☐ 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 BYLAWS? ☐ 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 BYLAWS) 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): \_\_\_\_\_

INSPECTOR COMMENTS (INCLUDE EXPLANATION(S) OF ALL "NO" ANSWERS):

<p><b>DOES DISTRICT HAVE</b></p> <p>Current Podium Edition By-Laws Manual?</p> <p><b>Please Circle: YES NO</b></p> <p>Current District Website Contact Information?</p> <p><b>Please Circle: YES NO</b></p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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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