

POST INSPECTIONS

As Department Inspector it is my job to ensure that each Post has been inspected in accordance with Department and National guidelines.

It is important for every Post to be in compliance so that you can run smoothly and without incident.

I am not here to see what's being done wrong, rather what can I do to help you?

When the time comes for your Post Inspection, we will endeavor to work with your schedule as much as possible. We understand that you have busy lives and we appreciate you taking the time to make the inspection as effective and successful as possible! Please be sure that you've supplied the Department Inspector and/or Department Headquarters with the most up to date contact information for the Post Commander and Post Quartermaster.

To expedite the inspection process, please have the following available:

- Post By-Laws
This should always be on file but if you're unable to locate it you can call Department Headquarters to obtain a copy.
- Incorporation paperwork with the State of Alaska
This paperwork may be on file with Department Headquarters ***if you supplied it to them.*** If not, you'll have to contact the State of Alaska.
- Most recent Trustees Report of Audit (quarterly audit)
- Post Quartermaster Bond
- Insurance policy

Remember, your Department is here to help **YOU!**

VFW, Department of Alaska
500 E Park Ave
Wasilla, AK 99654
(907) 373-7600, phone
(907) 373-7601, fax
vfwstatehq@mtaonline.net

Your 2020-2021 Department Inspector is: Brett Spencer 907-301-8478

VETERANS OF FOREIGN WARS OF THE UNITED STATES POST INSPECTION FORM

POST NO.	CHARTERED LOCATION (CITY & STATE)	DISTRICT NO.	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 reviewed by the 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 reviewed by the Commander-in-Chief: _____
 - b) Date filed with appropriate state officials: _____
 - c) 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) Are Post delegates elected in accordance with Section 222 of the National By-Laws?.....

YES	NO
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- 5) Does the Post Adjutant...
 - a) Maintain books and records in a legible and uniform format?.....

YES	NO
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 - b) Maintain a file containing a copy of the original application of every member admitted into the Post?.....

YES	NO
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 - c) Maintain a file of meeting minutes after correction and approval?.....

YES	NO
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 - d) Maintain a file of current orders or circulars issued from higher authority?.....

YES	NO
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 - e) Maintain a correspondence file?.....

YES	NO
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 - f) Maintain a file containing proof of eligibility submitted by officers?.....

YES	NO
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 - g) Maintain a current copy of Department and National By-Laws?.....

YES	NO
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- 6) Are applications for new, reinstated and transferring members read and voted on for approval?.....

YES	NO
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- 7) Does the Post hold at least one meeting per month with a quorum present?.....

YES	NO
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- 8) Are all committee reports read at Post meetings?.....

YES	NO
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- 9) Are program reports submitted in accordance with Department By-Laws and guidelines?.....

YES	NO
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 - a) Date of last submission: _____
- 10) Does the Post observe commemorative dates as mandated in Section 223 of the National By-Laws?.....

YES	NO
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- 11) Does the Post have an Auxiliary?.....

YES	NO
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 - a) Is there proper cooperation between the Post and its Auxiliary unit?.....

YES	NO
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- 12) Does the Post distribute Buddy Poppies?.....

YES	NO
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 - a) Date of last distribution: _____
- 13) Does the Post have a membership committee?.....

YES	NO
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 - a) Are all Post members encouraged to participate in recruiting efforts?.....

YES	NO
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- 14) Do the elected Trustees review the monthly report of receipts and expenditures?.....

YES	NO
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- 15) 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
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 - a) Date of last quarterly audit: _____
- 16) Post funds:

<ol style="list-style-type: none"> a) Balance of all checking accounts \$ _____ b) Balance of all savings accounts \$ _____ c) Balance of all CD and bond accounts \$ _____ d) All other account types \$ _____ <li style="padding-left: 40px;">e) Total of all accounts \$ _____ f) Amount of Quartermaster Bond \$ _____ 	<ol style="list-style-type: none"> g) Do all account ledger balances match the balance of reconciled bank statements? <table border="1" style="display: inline-table;"><tr><td>YES</td><td>NO</td></tr></table> h) Is the Quartermaster Bond (f) greater than the total of all accounts (e)? <table border="1" style="display: inline-table;"><tr><td>YES</td><td>NO</td></tr></table> 	YES	NO	YES	NO
YES	NO				
YES	NO				
- 17) Name of bonding company: _____ Expiration date of bond: _____
- 18) Are additional officers accountable for funds, bonded in accordance with Section 703 of the National By-Laws?.....

YES	NO
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- 19) Does the Post Quartermaster...
 - a) Maintain books and records in a legible and uniform format?.....

YES	NO
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 - b) Receive and properly transmit membership dues as required?.....

YES	NO
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 - c) Maintain a dues reserve fund in accordance with Section 717 of the National By-Laws?.....

YES	NO
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 - d) Does the dues reserve fund reflect payment of annual and life members?.....

YES	NO
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 - e) Date dues reserve fund last transferred to general fund: _____
 - f) Maintain a relief fund in accordance with Section 219 of the National By-Laws?.....

YES	NO
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 - g) Have care and custody of all committee funds?.....

YES	NO
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 - h) Report on transactions concerning receipts and expenditures at Post meetings?.....

YES	NO
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 - i) File appropriate forms as required by federal, state and local statutes?.....

YES	NO
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 - j) Date of last 990 filing: _____
 - k) Is the 990 filing available for public inspection?.....

YES	NO
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- 20) Are all expenditures voted on by the Post membership and approved by the Post Commander?.....

YES	NO
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- 21) Are expenditures from the relief fund in accordance with Section 219 of the National By-Laws?.....

YES	NO
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- 22) Are signature(s) authorizing the disbursement of funds done in accordance with Post By-Laws?.....

YES	NO
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- 23) Are checks pre-signed by any authorized officer?.....

YES	NO
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- 24) Does the Post own real property?.....

YES	NO
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 - a) Appraised Value: \$ _____ Monthly Payment: \$ _____ Amount Owed: \$ _____
 - b) Title Holder: _____
- 25) Does the Post carry all proper types of insurance?.....

YES	NO
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 - a) Are both the Veterans of Foreign Wars of the United States and Department named as additional insureds?.....

YES	NO
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- 26) Does the Post retain documents in accordance with the Department's Document Retention Policy?.....

YES	NO
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- 27) Post Federal Employee Identification Number (EIN): _____
- 28) Does the Post operate a clubroom/canteen or other state licensed entity?(Department Inspection Form Required).....

YES	NO
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INSPECTOR COMMENTS :

POST COMMANDER: _____
PRINT AND SIGN

INSPECTOR: _____
PRINT AND SIGN

The Inspector shall provide a copy of each inspection to the Post Commander, District Inspector, and Department Inspector and set forth therein any constructive criticism and recommendations.
 MAINTAIN IN POST FILE AS A PERMANENT RECORD