VETERANS OF FOREIGN WARS OF THE UNITED STATES

DISTRICT INSPECTION FORM

DISTRICT #	DEPARTMENT	INSPECTION DATE

1) HAS THE DISTRICT ADOPTED ADDITIONAL 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: _____
4) ARE ALL OFFICER POSITIONS FILLED 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 HIGH 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:
   a) BALANCE OF ALL CHECKING ACCOUNTS $_____
   b) BALANCE OF ALL SAVINGS ACCOUNTS $_____
   c) BALANCE OF ALL CD & BOND ACCOUNTS $_____
   d) ALL OTHER ACCOUNT TYPES $_____
   e) TOTAL OF ALL ACCOUNTS $_____
   f) AMOUNT OF QUARTERMASTER BOND $_____
   g) DO ALL ACCOUNT LEDGER BALANCES MATCH THE BALANCE OF RECONCILED BANK STATEMENTS? YES NO
   h) IS THE QUARTERMASTER BOND (f) GREATER THAN TOTAL OF ALL ACCOUNTS (e)? YES NO
14) NAME OF BONDING COMPANY: _____ EXPIRATION DATE OF BOND: _____
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): _____

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

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

COPY 1 - DEPARTMENT COPY 2 - DISTRICT

REV. 4-09