

## **INSTRUCTIONS FOR COMPLETING THE DISTRICT INSPECTION REPORT**

Make every effort to answer each question accurately and completely. Some questions require dollar amounts or dates to be inserted. The purpose of the Inspection Report is to provide the State Commander and the State Inspector with a factual report on the operating condition of the District. If you don't complete the report carefully and properly, you are denying the State Commander and State Inspector information they need to do their job.

### **Question Specific Reminders**

1. Districts that have adopted by-laws need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review.
2. Districts that have adopted Articles of Incorporation need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review, date filed with appropriate state agency, and the name of the incorporated unit. All Districts should be incorporated under the laws of their state to protect members' personal assets from seizure and sale.
3. Verify the following positions are properly filled: Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Chaplain, Surgeon, three (3) Trustees, Adjutant, Officer of the Day, Service Officer, Inspector, and Guard.
4. Self-explanatory. Any "NO" answer in this section may be a By-Law violation. In addition, item 5f, is verifying the information is present for each officer, you are not verifying the officer is eligible.
5. Verify all.
6. The National By-Laws state every District must hold an annual convention and three (3) meetings per year, at least one (1) will be for the purpose of a school of instruction, unless otherwise provided for in the Department By-Laws.
7. Verify, using meeting minutes, that all committee reports are read and approved.
8. Self-explanatory.
9. Only members of the governing body have a vote at a District Convention and/or meeting.
10. Reference Section 414 of the National By-Laws and Manual of Procedure.
11. Self-explanatory.
12. Reference Section 418(a)(7) of the Manual of Procedure.
13. Evidence of checking and savings account balances should be verified from the latest statements, copies of CD's, notes, etc. If the bank balances do not coincide with the books, after adjustments for outstanding checks, etc., this should be reported in detail. Discrepancies should immediately be brought to the attention of the District Commander and Trustees. The District Quartermaster must be bonded in a sum equal to the liquid assets for which he is accountable, and to which he has access.
14. Verify bonding company and expiration date by viewing a copy of the certificate.
15. Reference Section 703 of the National By-Laws.

16. Verify all questions in this section by examining quartermaster records, adjutant records and by-laws.

Remember, Section 709 of the National By-Laws further require that the District Quartermaster have custody of all funds of the subordinate unit and subject to the same Rules and Regulation as District Funds.

The Internal Revenue Service requires all VFW Districts to file annually a form 990 "Exemption from Corporate Income Tax" form. A District may also have to file a Form 990T and pay certain taxes if it has nonrelated business income. Failure to file the forms, when required to do so, can result in severe fines and penalties. Enter the date of the last filing; even if the report for the current year has not yet been completed or is not yet due. Each Post is mandated, by IRS rules, to have their current 990 filing available for public viewing.

17. The National By-Laws state the District Quartermaster will disburse funds using acceptable banking practices. The District Quartermaster may authorize other persons, but they must be bonded in accordance with Section 703 of the Nation By-laws. However, if the District by-laws require the Commander and Quartermaster signatures on checks, they must adhere to the District By-Law.

18. Checks shall never be "pre-signed" by any officer.

19. Expenditure of funds requires a vote and approval by the District Commander before a Quartermaster can proceed with the disbursement. If a District Commander is not approving expenditures, he is violating the trust placed in him and is not controlling the expenditure of District monies.

20. Last appraised value or estimated value shall be entered. Monthly payment and amount owed are necessary, mark "N/A" if the amount is zero. Title holder may be a bank or lender, if the property is totally paid for, enter location and holder of the deed.

21. It is desirable that the District be covered by adequate liability insurance. If someone suffers an injury on District property or at a District sponsored activity, a subsequent lawsuit may subject all the assets of the District and its members to a judgment. The District officers should be reminded of this potential problem.

Any District owning property and/or operating any facility must maintain general liability insurance, including, if necessary or appropriate, liquor liability insurance. Such insurance must name, as additional insured's, the Veterans of Foreign Wars of the United States and the Department in which the District is located. Verify by viewing policy(s).

22. Each Department will adopt a document retention policy which complies with federal and state law.

23. Every District is required to have a Federal Employee Identification number.

# 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: \_\_\_\_\_
- 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 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: \_\_\_\_\_
- 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):

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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