

POST INSPECTION FORM 2025-2026

Inspection Date _____

DISTRICT _____ POST _____ NAME _____

The primary purpose of this inspection is to instruct and aid you in the correction of deficiencies, should they exist. The questions that have been asked are used to stimulate you and your officers in the areas that require extra attention and safeguarding, or are required by National By-Laws, State Regulations or Florida State laws. Should you need or desire any assistance in the areas that have been covered by this inspection, the District Inspector, District Commander, and the State Inspector will be available.

Inspectors will evaluate each question and circle either "YES" or "NO"
All discrepancies must be explained at the end of form citing question number

This Inspection is based on month ending _____

Adjutant

A1	Are the Adjutant records current and legible?	YES	NO	
A2	Do Adjutant minutes reflect the following?			
	a) Have all expenditures been approved by the membership?	YES	NO	
	b) Are all applications for new, reinstated, transferring members read for approval?	YES	NO	
	c) Are House Committee minutes (including Canteen Report) read and attached?	N/A	YES	NO
A3	Are member applications properly kept on file? <u>*Must see file*</u>	YES	NO	
A4	Are By-Laws adopted in accordance with Section 202 of National By-Laws?	YES	NO	
	Date of review and/or approved _____			
A5	Does the Post have proof of eligibility on file for all Post Officers, elected and appointed?	YES	NO	
	a) Are all eligible?	YES	NO	
	b) Does it match the Post-Election Report?	YES	NO	
A6	Did the Post elect a new quartermaster?	YES	NO	
	a) If yes, was an IRS form 8822b submitted? (Must See)	N/A	YES	NO

Trustees (At least one trustee must be present)

T1	Do Trustees review and sign Quartermaster's monthly <i>Report of Receipts and Expenditures</i> ?	YES	NO	
T2	Are Trustees verifying checks written against invoices/backup paperwork and does the ledger input match? (Must show proof)	YES	NO	
T3	Are Trustees verifying deposits match receipts/register tapes/backup paperwork and matches ledger input? (Must show proof)	YES	NO	
T4	Do Trustees audit all of the Quartermaster's accounts each quarter?	YES	NO	
T5	Have all previous quarterly audits been submitted? (check last 4 Audits)	YES	NO	
T6	Does ending and starting balance for each quarter correspond?	YES	NO	
	If NO, what quarters do not correspond: _____			
T7	Are receipts deposited or turned over to Quartermaster at least weekly?	YES	NO	
T8	Are the records of the Post Adjutant audited monthly?	YES	NO	
T9	If Post has a Canteen; do Trustees audit a Canteen inventory at least monthly?	N/A	YES	NO

Quartermaster

Q1	Does the Post use a VFW uniform system of records and accounts?		YES	NO
Q2	If using electronic books, do they have a backup? (Must Verify)	N/A	YES	NO
Q3	Are the records kept at the Post home under the Quartermaster's control?		YES	NO
Q4	Does Post Quartermaster have custody of all funds (including club, bingo/instant bingo)?		YES	NO
Q5	Have all Post obligations been paid including dues to District?		YES	NO
Q6	Are Quartermaster books available to the members when requested?		YES	NO
Q7	Reconciled Account Balances			
	Checking Account (s)	\$ _____		
	Savings Account(s)	\$ _____		
	CD's and/or Bonds	\$ _____		
	Cash on Hand	\$ _____		
	Reconciled Balance Total	\$ _____		
Q8	Does the bank statement(s) match the reconciled balances?		YES	NO
Q9	Does the balance of accounts match the balance of funds?		YES	NO
	Fund Balance	\$ _____		
Q10	Is the Quartermaster bonded? (Must Verify)		YES	NO
	Amount of Bond	\$ _____		
	Bonding Company _____	Expiration date _____		
Q11	Is the bond greater than the Reconciled Balance Total in Q7 above?		YES	NO
Q12	Are all checks signed by the Quartermaster and/or another authorized person for <u>all</u> accounts		YES	NO
Q13	If another person is authorized, is that person bonded?		YES	NO
	Circle all that apply: Commander, Canteen Manager, or Bingo Chairman			
	Amount of Bond \$ _____			
	Bonding Company _____	Expiration date _____		
Q14	Is a monthly report made to the membership on all accounts?		YES	NO
Q15	Does the Post distribute Buddy Poppies?		YES	NO
Q16	Are Buddy Poppy receipts used for Relief Fund only?		YES	NO
Q17	Does the Post carry all proper types of insurances?	N/A	YES	NO
	Liability Insurance			
	Name of Insurance Company _____			
	Policy Number _____	Coverage \$ _____		
	Expiration date of policy _____			
	Liquor Liability Insurance (if different from Liability Insurance Company)	N/A		
	Policy Number _____	Coverage \$ _____		
	Expiration date of policy _____			
	Worker's Compensation	N/A		
	Policy Number _____	Coverage \$ _____		
	Expiration date of policy _____			
Q18	Is the Department of Florida and National VFW listed as an additional insured?		YES	NO
	<u>*Visual verification required*</u>			
Q19	Are payroll records maintained on all employees? (W4's, W9's on file), (if applicable)	N/A	YES	NO
Q20	Does Post issue W-2's for employees?	N/A	YES	NO
	Post Federal ID Number _____			
Q21	941, 940, filed on time?	N/A	YES	NO
Q22	Has IRS form 990 For FY 2023-2024 been filed by November 15 th ?		YES	NO

Date of filing _____

Q23	Verify a copy has been sent to Dept Headquarters.	YES	NO
	Post Sales Tax Number _____		
Q24	State Sales Taxed filed on time (DR15)?	YES	NO
Q25	Has the State RTC been filed?	YES	NO
Q25	Has Health Department fee been paid?	N/A	YES
	Expires on _____ Number _____		
Q26	Does the Post have amusement machines? (If No; go to Q28)	YES	NO
Q27	Does the number of machines in post-match the number listed on the permit?	YES	NO
	Amusement Permit Number _____ Expiration Date _____		
Q28	Does the Post operate a Bingo to include Instant Bingo (pull tabs)? (If NO go to C1)	YES	NO
Q29	Are the State of Florida Bingo Laws available during a bingo session?	YES	NO
Q30	Are the names of the Bingo workers posted? (Instant bingo not applicable)(Must Verify)	YES	NO
Q31	Is the Bingo Cashier or Chairman bonded?	YES	NO
	Bingo license number (if appropriate) _____		
	County of Post _____		
	Bonding Company _____		
	Amount of Bond \$ _____		
Q32	Are net receipts turned over to Quartermaster?	YES	NO
Q33	Are Bingo records, including instant bingo, current and legible?	YES	NO

Commander

C1	Does the Post have a Post Home?	YES	NO
	If owned, appraised value \$ _____		
	Monthly Payment \$ _____		
	Title holder's name _____		
	If renting, amount of rent \$ _____		
	Owner's name _____		
C2	Is Post incorporated? (Sunbiz)	YES	NO
	Document Number _____		
C3	Did Post file an Annual Report with Florida Department of State? (Sunbiz)	YES	NO
	Date of filing _____		
C4	Does the Post have a voucher system for the Commander to sign prior to Quartermaster making Disbursement? (Must see system Used)	YES	NO
C5	Does Post have a Canteen? (If NO; Inspection Complete)	YES	NO
	Form of management (circle one.) House Committee, Quartermaster		
C6	Is the management answerable to Post membership?	YES	NO
C7	Is the VFW name on Liquor License?	YES	NO
	Name on License _____		
	License Number _____ Date of issue _____		
C8	Has the membership adopted regulations for the operation of the Canteen?	YES	NO
C9	Are the Canteen rules posted in Post for everyone to see?	YES	NO
C10	The Canteen records are kept by (circle one) Canteen Mamger, Quartermaster		

Commander: _____			
C13	Is the current Responsible person listed with the DABT?	YES	NO

ADDITIONAL INFORMATION AND COMMENTS BY THE DISTRICT INSPECTOR:

[illegible]

The original Must be sent to Department Headquarters (Inspection Report may be emailed to Dept HQ)

Quartermaster
(print) _____

District Inspector
(print) _____