



DISTRICT INSPECTION FORM 2024-2025

District _____ Inspection Date _____

This Inspection is based on month ending _____

- 1. Number of Posts in the District? _____
- 2. Are all District Officers filled? YES NO
- 3. Are By-Laws adopted in accordance with Section 202 of National By-Laws? YES NO
Date of review and/or approved _____
- 4. Does the District Adjutant maintain proof of eligibility on file for all District Officers,
Elected and appointed? YES NO
 - a) Are all eligible? YES NO
 - b) Does it match the District-Election Report? YES NO
- 5. Did the District elect a new quartermaster? If yes, was an IRS form 8822b submitted to the IRS? YES NO
- 6. Have all key Committee Chairman been appointed? YES NO
- 7. Did District hold a School of Instruction? YES NO
- 8. Reconciled Account Balances
 - Checking Account (s) \$ _____
 - Savings Account(s) \$ _____
 - CD's and/or Bonds \$ _____
 - Cash on Hand \$ _____
 - Reconciled Balance Total \$ _____
- 9. Does the bank statement(s) match the reconciled balances? YES NO
- 10. Does the balance of accounts match the balance of funds? Fund Balance \$ _____ YES NO
- 11. Is the Quartermaster bonded? Amount of Bond \$ _____ YES NO
Bonding Company _____ Expiration date _____
- 12. Is the bond greater than the Reconciled Balance Total in question 9 above? YES NO
- 13. Have all previous quarterly audits been submitted? YES NO
- 14. Has IRS form 990 For FY 2022-2023 been filed by November 15th? YES NO
Date of filing: _____
- 15. Verify a copy has been sent to Dept Head Quarters. YES NO
- 16. Amount of District dues assessed for each post member? \$ _____
- 17. Does District have a voucher system for the Commander to sign prior to Quartermaster makes
Disbursement? (Must see system Used) YES NO

ADDITIONAL INFORMATION AND COMMENTS BY THE DISTRICT INSPECTOR:

District Commander

District Inspector

State Inspector

Date Reviewed