

### DEPARTMENT OF FLORIDA VFW



### **POST INSPECTION FORM 2024-2025**

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DISTRICT	POST	NAME

Inspection Date

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** Α1 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 Α3 Are member applications properly kept on file? \*Must see file\* YES NO Α4 Are By-Laws adopted in accordance with Section 202 of National By-Laws? YES NO Date of review and/or approved Α5 Does the Post have proof of eligibility on file for all Post Officers, elected and appointed? YES NO Did the Post elect a new guartermaster? Α6 YES NO a) If yes, was an IRS form 8822b submitted? N/A YES NO Trustees (At least one trustee must be present) T1 Do Trustees review and sign Quartermaster's monthly Report of Receipts and Expenditures? YES NO T2 Are Trustees verifying checks written against invoices/backup paperwork and does the YES ledger input match? (Must show proof) 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 guarter? 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: Are receipts deposited or turned over to Quartermaster at least weekly? T7 YES NO T8 Are the records of the Post Adjutant audited monthly? YES NO If Post has a Canteen; do Trustees audit a Canteen inventory at least monthly? Т9 YES N/A NO

# Quartermaster

Q1	Does the Post use a VFW uniform system of records and accounts?			NO
Q2	If using electronic books, do they have a backup?			NO
Q3	Are the records kept at the Post home under the Quartermaster's control?			NO
Q4	Does Post Quartermaster have custody of all funds (including club, bingo/instant bingo)?			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?		YES	NO
	Amount of Bond \$			
	Bonding CompanyExpiration 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 all acc	counts	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
	*Visual verification required*			
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 <sup>th</sup> ?		YES	NO
	Date of filing			
Q23	Verify a copy has been sent to Dept Head Quarters.		YES	NO
	Post Sales Tax Number			
Q24	State Sales Tax filed on time (DR15)?		YES	NO
Q25	Has the State RTC been filed?		YES	NO
Q26	Has Health Department fee been paid?	N/A	YES	NO
	Expires on Number			
Q27	Does the Post have amusement machines? (If No; go to Q28)		YES	NO
Q28	Does the number of machines in Post-match the number listed on the permit?		YES	NO
	Amusement Permit Number Expiration Date			
Q29	Does the Post operate a Bingo to include Instant Bingo (pull tabs)? (If NO go to C1)		YES	NO
Q30	Are the State of Florida Bingo Laws available during a bingo session?		YES	NO
Q31	Are the names of the Bingo workers posted? (Instant bingo not applicable)		YES	NO
Q32	Is the Bingo Cashier or Chairman bonded?		YES	NO
	Bingo license number (if appropriate)			
	County of Post			
	Bonding Company			
	Amount of Bond \$			
Q33	Are net receipts turned over to Quartermaster?		YES	NO
Q34	Are Bingo records, including instant bingo, current and legible?		YES	NO
Comn	<u>nander</u>			
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/address			
C2	Is Post incorporated?		YES	NO
	Document Number			
C3	Did Post file an Annual Report with Florida Department of State?  Date of filing		YES	NO
C4	Does the Post have a voucher system for the Commander to sign prior to Quarterma	ster makir	ng	
	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, or 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 C9 C10	Are the Canteen rules p	embership adopted regulations for the operation of the Canteen?  nteen rules posted in Post for everyone to see?  en records are kept by (circle one) Canteen Mgr, House Committee, Quartermaster			
C11	Is the patronage limited	onage limited to bona fide members and their guests?			
C12	Does post allow smoking? If yes, List employees with membership number. (VFW or VFW Aux)			YES	NO
	Position	Name	Membership Number		
	Canteen Manager				
	Bartender				
	Janitor				
	Other				
	Other				

# All discrepancies must be corrected and the State Inspector notified of the corrections by 31 March 2025.

ADDITIONAL INFORMATION AND COMMENTS BY THE DISTRICT INSPECTOR:

	*All qu	uestions with a NO cir	cle must be answere	d here.*
	Post Commande	er, Post Quartermas	ster. Post Adiutant	and Post Trustee:
By signing t			=	accuracy of all the information
-,g			inspection report	
k	'Mail original to Depa	rtment Headquarters (I	nspection Report may b	pe emailed to Dept HQ)*
Adjutant		Trustee		Quartermaster
(print)		(print)		(print)
	Doot Common d		District Income atom	
	Post Command (print)	er 	District Inspector (print)	
	· /		,	
Date Reviewed		Sate Inspector	<del></del>	
		r		(Post Inspection form revised November 13, 2024)