DEPARTMENT OF FLORIDA VFW

POST INSPECTION FORM 2026-2027

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? *Must see file*		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 *Report of Receipts and Expenditures*?		YES	NO
T2	Are Trustees verifying transactions 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) $_____

Other Investments $_____

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 Expenditures 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, Assistant QM 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 2025-2026 been filed by November 15th? 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 RT6 been filed (Reemployment Tax)? YES NO

Q25 Has Health Department fee been paid? N/A YES NO

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) N/A 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 Is the current responsible person listed with the DABT? YES NO

C9 Has the membership adopted regulations for the operation of the Canteen? YES NO

C10	Are the Canteen rules posted in Post for everyone to see?	YES	NO
C11	The Canteen records are kept by (circle one) Canteen Manager, Quartermaster		
C12	Is the patronage limited to bona fide members and their guests?	YES	NO
C13	Does post allow smoking?	YES	NO
	If yes, Commander confirms all employees are members of the VFW or VFW Auxiliary.		

Commander: _____

All discrepancies must be corrected and the State Inspector notified of the corrections by 31 March 2027.

ADDITIONAL INFORMATION AND COMMENTS BY THE DISTRICT INSPECTOR:

*All questions with discrepancy must be answered here. *

_____
_____
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Post Commander, Post Quartermaster, Post Adjutant and Post Trustee;
By signing this inspection form, you are verifying and ensuring the accuracy of all the information provided on this inspection report

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

_____ Adjutant
(print)_____

_____ Trustee
(print) _____

_____ Quartermaster
(print) _____

_____ Commander
(print) _____

_____ District Inspector
(print)_____