

# Veterans of Foreign Wars of the United States Auxiliary

## SPECIAL MEMO

FROM THE DISTRICT \_\_\_\_ PRESIDENT

Date:

Auxiliary No. \_\_\_\_\_

Dear Brothers and Sisters,

This is to notify you that I plan on making my official visit to your auxiliary on \_\_\_\_\_ . If this date is not convenient for your Auxiliary, please let me know right away so that I may reschedule my inspection.

The President, Secretary, Treasurer and Trustees should be present at least one-hour prior to your meeting time with their respective record books. Please ensure that the following records/items are available for reference and/or my signature:

1. Secretary Minute Book
2. Treasurer Record Book including Ledgers or computerized records
3. Checkbook/Check Register including computerized records
4. Bank Statements and Reconciliation Reports if using computerized accounting
5. Receipts Book (unless incorporated in the Treasurer's Book)
6. Deposit Book (unless incorporated in the Treasurer's Book)
7. Copy of Status Report Letter sent to VFW Commander (Sec. 810 Paragraph 4)
8. IRS confirmation receipt of filing 990E Postcard
9. Receipt for the President and Treasurer's Bond

### **Items 1 thru 6 must be signed by the District President**

Enclosed for your review is a copy of the Inspection Report that we will go over before the meeting and complete after the meeting. Please note that there are specific questions for the President, Secretary , Treasurer and Trustees, so please make sure they are able to arrive one hour before the meeting.

I look forward to my visit with your Auxiliary and I trust we will have very good meeting.

Loyally,

President

Telephone No.

Email: