**VFW DISTRICT INSPECTION REPORT**

# DATE OF INSPECTION: DISTRICT NO.

**MEETING LOCATION: ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Membership as of June 30, 2019 Membership as of today

1. If the office of President, Secretary or Treasurer has changed, has change been reported to Department Headquarters and input into MALTA? Yes No
2. What day and time is the monthly business meeting? Does this information match the Department Roster and MALTA? Yes No
3. Average attendance at monthly business meetings

1. Is the Auxiliary participating in Trainings/ District and Department meetings and Special events?

Yes No

### PERTAINING TO THE OFFICE OF PRESIDENT:

1. Is the Office of President bonded? Yes ­­­\_\_\_\_No \_\_\_\_ National Headquarters Exp. Date
2. Is the Bond Amount Equivalent to the amount required by the Bylaws? Yes No

### PERTAINING TO THE OFFICE OF SECRETARY:

1. How does the Secretary present the Minutes of the previous meeting? \_
2. Are the Secretary’s books kept according to the Booklet of Instructions? Yes No
3. Is the Treasurer’s detailed report incorporated in the Secretary’s minute book? Yes No
4. Is the Audit Report incorporated in the Secretary’s minute book? Yes No
5. Are the books of the Secretary audited according to the Bylaws? Yes No

### PERTAINING TO THE OFFICE OF TREASURER:

1. Is the Office of Treasurer bonded? Yes No National Headquarters Exp. Date \_

Yes No

1. Is the Bond Amount Equivalent to the amount required by the Bylaws? Yes No
2. Are the Treasurer’s books kept according to the Booklet of Instructions? Yes No
3. How does the Treasurer present the report during the meeting?

### PERTAINING TO THE OFFICE OF TRUSTEES:

1. Date of last Audit
2. Are all funds audited (i.e. Kitchen, Bingo, etc.)? Yes No
3. Are all books/receipt books/checkbooks, etc. signed by the Trustees performing the audit? Yes No
4. Are the audits signed by the Trustees performing the audit? Yes No
5. Is the quarterly audit read by the Trustees and acted upon at the meeting? Yes No
6. Are the quarterly audits forwarded each quarter to the Department Treasurer as required? Yes No

### PERTAINING TO PROGRAMS

1. Is the Auxiliary participating in all programs?
2. Is the Auxiliary planning their own or participating with others in a Family Freedom Festival?
3. What mentoring tools/resources are being used by the auxiliary?

### Do you consider this Auxiliary to be in good working order? Yes No

Your Comments, Matters of Concerns, etc.:

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### Please give honest, unbiased answers to the above questions. You may use the back as necessary.

**Instructions to District President/Inspector**: (1) Please be sure to sign both the books of the Secretary and the Treasurer indicating the date you reviewed and your initials. (2) A copy of the Auxiliary Review Report Form is given to the Auxiliary President at the time of inspection. (3) A copy is also sent to the Department President, Department Secretary and Chief of Staff (4) Keep a copy for your files.

Signature of District President/Inspecting Officer Signature of Auxiliary President

04/2019