

# VFW AUXILIARY INSPECTION REPORT

DATE OF INSPECTION: \_\_\_\_\_ VFW AUX. NO. \_\_\_\_\_ DISTRICT NO. \_\_\_\_\_

VFW AUXILIARY NAME \_\_\_\_\_ MEETING LOCATION: \_\_\_\_\_

1. Membership as of June 30, 2019 \_\_\_\_\_ Membership as of today \_\_\_\_\_
2. If the office of President, Secretary or Treasurer has changed, has change been reported to Department Headquarters and input into MALTA? Yes \_\_\_\_\_ No \_\_\_\_\_
3. What day and time is the monthly business meeting? \_\_\_\_\_  
Does this information match the Department Roster and MALTA? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Average attendance at monthly business meetings \_\_\_\_\_
5. Is the Auxiliary participating in Trainings/ District and Department meetings and Special events? Yes \_\_\_\_\_ No \_\_\_\_\_

## PERTAINING TO THE OFFICE OF PRESIDENT:

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

## PERTAINING TO THE OFFICE OF SECRETARY:

8. How does the Secretary present the Minutes of the previous meeting? \_\_\_\_\_
9. Are the Secretary's books kept according to the Booklet of Instructions? Yes \_\_\_\_\_ No \_\_\_\_\_
10. Is the Treasurer's detailed report incorporated in the Secretary's minute book? Yes \_\_\_\_\_ No \_\_\_\_\_
11. Is the Audit Report incorporated in the Secretary's minute book? Yes \_\_\_\_\_ No \_\_\_\_\_
12. Are the books of the Secretary audited according to the Bylaws? Yes \_\_\_\_\_ No \_\_\_\_\_

## PERTAINING TO THE OFFICE OF TREASURER:

13. Is the Office of Treasurer bonded? Yes \_\_\_\_\_ No \_\_\_\_\_ National Headquarters Exp. Date \_\_\_\_\_
14. Is the Bond Amount Equivalent to the amount required by the Bylaws? Yes \_\_\_\_\_ No \_\_\_\_\_
15. Are the Treasurer's books kept according to the Booklet of Instructions? Yes \_\_\_\_\_ No \_\_\_\_\_
16. How does the Treasurer present the report during the meeting? \_\_\_\_\_

## PERTAINING TO THE OFFICE OF TRUSTEES:

17. Date of last Audit \_\_\_\_\_
18. Are all funds audited (i.e. Kitchen, Bingo, etc.)? Yes \_\_\_\_\_ No \_\_\_\_\_
19. Are all books/receipt books/checkbooks, etc. signed by the Trustees performing the audit? Yes \_\_\_\_\_ No \_\_\_\_\_
20. Are the audits signed by the Trustees performing the audit? Yes \_\_\_\_\_ No \_\_\_\_\_
21. Is the quarterly audit read by the Trustees and acted upon at the meeting? Yes \_\_\_\_\_ No \_\_\_\_\_
22. Are the quarterly audits forwarded each quarter to the Department Treasurer as required? Yes \_\_\_\_\_ No \_\_\_\_\_

## PERTAINING TO PROGRAMS

23. Is the Auxiliary participating in all programs?
24. Is the Auxiliary planning their own or participating with others in a Family Freedom Festival?
25. 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.: \_\_\_\_\_

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