

DEPARTMENT OF PENNSYLVANIA
INSTRUCTIONS FOR COMPLETING THE POST INSPECTION REPORT

Make every effort to answer each question accurately and completely. Some questions require dollar amounts or dates to be inserted. The purpose of the Inspection Report is to provide the State Commander and the State Inspector with a factual report on the operating condition of the Post. If you don't complete the report carefully and properly, you are denying the State Commander and State Inspector information they need to do their job.

Question Specific Reminders

1. It is highly recommended that Posts adopt by-laws and have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review.
2. Posts that have adopted Articles of Incorporation need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review. All Posts should be incorporated under the laws of the state to protect members' personal assets from seizure and sale.
3. Verify the following positions are properly filled: Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Chaplain, Surgeon, three (3) Trustees, Adjutant, Officer of the Day and Service Officer.
4. Self-explanatory. Any "NO" answer in this section may be a By-Law violation. In addition, Item 4c, is verifying the information is present for each officer, you are not verifying the officer is eligible.
5. Verify, using meeting minutes, that applications for membership are being handled in accordance with Section 103 of the National By-Laws.
6. The National By-Laws state every Post must hold at least one regular meeting per month.
7. Inspector should attend a regular Post meeting to insure that it is conducted properly.
8. Activity reports assist the Post when their non-profit status is being questioned.
9. Verify, using meeting minutes, that the Post made arrangements to properly observe Memorial Day, Veterans Day, Flag Day, and Loyalty Day.
10. Section 1101 and 1301 of the National By-Laws discusses the formation and control of Auxiliaries.
11. Distribution of the VFW Buddy Poppy helps raise monies for the Post's relief fund.
12. Monthly review of Post receipts and expenditures by the Trustees is required in the National By-Laws.
13. Quarterly audits are required of all accounts. This item includes any canteen, clubroom, bingo, etc., Post trustees must complete this audit not later than the month following the last day of each quarterly period. Failure to conduct the audits, as required, will invalidate the Post Quartermaster bond.
14. This section is divided into two sections, "Post Funds" and "Canteen Funds", the Quartermaster must be bonded as "Quartermaster" for the total amount of all Post Funds and also "Treasurer" for the total of all Canteen funds. List gaming account in "Other Accounts" under Post Funds. Evidence of checking and savings account balances should be verified from the latest statements, copies of CD's, notes, etc. If the bank balances do not coincide with the books, after adjustments for outstanding checks, etc., this should be reported in detail. Discrepancies should immediately be brought to the attention of the Post Commander and Trustees. The Post Quartermaster must be bonded in a sum equal to the liquid assets for which he is accountable, and to which he has access as the Post Quartermaster and the Canteen Treasurer. Enter expiration date of both the Quartermaster and Canteen Treasurer's bonds. Verify bonding company and expiration date by viewing a copy of the certificates.
15. Reference Section 703 of the National By-Laws.

16. Verify all questions in this section by examining quartermaster records, adjutant records and by-laws.

Remember, Section 709 of the National By-Laws further require that the Post Quartermaster have custody of all funds of the subordinate unit and subject to the same Rules and Regulation as Post Funds.

The Post Quartermaster is required to maintain a Dues Reserve Fund. One-half of the Post's portions of current years' dues are to be credited to the Dues Reserve Fund and not used until the next membership year, which begins July 1. The purpose of this fund is to provide the incoming Commander with additional funds to operate the Post during the new administrative year.

The Internal Revenue Service requires all VFW Posts to file annually a form 990 "Exemption from Corporate Income Tax" form. A Post may also have to file a Form 990T and pay certain taxes if it has nonrelated business income. Failure to file the forms, when required to do so, can result in severe fines and penalties. Enter the date of the last filing; even if the report for the current year has not yet been completed or is not yet due. Each Post is mandated, by IRS rules, to have their current 990 filing available for public viewing.

17. Expenditure of funds requires a vote on the Post floor, and approval by the Post Commander before a Quartermaster can proceed with the disbursement. In some instances, Post By-Laws may allow for certain expenditures to be paid without a vote on the floor, these are usually reoccurring bills. If a Post Commander is not approving expenditures, he is violating the trust placed in him and is not controlling the expenditure of Post monies.

18. Checks shall never be "pre-signed" by any officer.

19. Last appraised value or estimated value shall be entered. Title holder may be a bank or lender. If the property is totally paid for, list holder of the deed. If the Post does not own real property, **please note if the post rents.**

20. It is desirable that the Post be covered by adequate liability insurance. If someone suffers an injury on Post property or at a Post sponsored activity, a subsequent lawsuit may subject all the assets of the Post and its members to a judgment. The Post officers should be reminded of this potential problem.

Any Post owning property and/or operating any facility must maintain general liability insurance, including, if necessary or appropriate, liquor liability insurance. Such insurance must name, as additional insured's, the Veterans of Foreign Wars of the United States and the Department in which the Post is located. Verify by viewing policy(s). A Post that does not own any real property should still carry liability insurance to cover the Post as it sponsors events such as parades, carnivals, picnics, events at other venues or if the post name is associated with any other events.

21. Every Post is required to have a Federal Employee Identification number for both the Post and Home Association.

22. Self-explanatory.

23. Canteen should have adopted Articles of Incorporation and have them reviewed by the Department of Pennsylvania. Standard Articles of Incorporation forms are available from Department.

24. Canteen/Home Association should have adopted By-laws and have them reviewed by the Department of Pennsylvania. Standard Post by-Laws forms are available from Department.

25. List the number of social members. Social members only, do not include the Ladies Auxiliary.