

1) Has the Post adopted by-laws in accordance with Section 202 of the National By-Laws?.....			YES	NO
a) Date reviewed by the Commander-in-Chief: _____				
2) Is the Post incorporated in accordance with Section 708 of the National By-Laws?.....			YES	NO
a) Date reviewed by the Commander-in-Chief: _____				
b) Date filed with appropriate state officials: _____				
c) Name of incorporated unit: _____				
3) Are all officer positions filled as prescribed in Section 216 of the National By-Laws?.....			YES	NO
4) Are Post delegates elected in accordance with Section 222 of the National By-Laws?.....			YES	NO
5) Does the Post adjutant...				
a) Maintain books and records in a legible and uniform format?.....			YES	NO
b) Maintain a file containing a copy of the original application of every member admitted into the Post?.....			YES	NO
c) Maintain a file of meeting minutes after correction and approval?.....			YES	NO
d) Maintain a file of current orders or circulars issued from higher authority?.....			YES	NO
e) Maintain a correspondence file?.....			YES	NO
f) Maintain a file containing proof of eligibility submitted by officers?.....			YES	NO
g) Maintain a current copy of Department and National By-Laws?.....			YES	NO
6) Are applications for new, reinstated and transferring members read and voted on for approval?.....			YES	NO
7) Does the Post hold at least one meeting per month?.....			YES	NO
8) Are all committee reports read at Post meetings?.....			YES	NO
9) Are program reports submitted in accordance with Department By-Laws and guidelines?.....			YES	NO
a) Date of last submission: _____				
10) Does the Post observe commemorative dates as mandated in Section 223 of the National By-Laws?.....			YES	NO
11) Does the Post have an auxiliary (Men's or Ladies)?.....			YES	NO
a) Is there proper cooperation between the Post and its auxiliary unit(s)?.....			YES	NO
12) Does the Post distribute Buddy Poppies?.....			YES	NO
a) Date of last distribution: _____				
13) Does the Post have a membership committee?.....			YES	NO
a) Are all Post members encouraged to participate in recruiting efforts?.....			YES	NO
14) Do the elected trustees review the monthly report of receipts and expenditures?.....			YES	NO
15) Do the elected trustees audit quarterly all books and records of the Post quartermaster, Post adjutant and any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or on behalf of the Post?.....			YES	NO
a) Date of last quarterly audit: _____				
16) Post funds:				
a) Balance of all checking accounts                     \$ _____				
b) Balance of all savings accounts                    \$ _____				
c) Balance of all CD and bond accounts               \$ _____				
d) All other account types                             \$ _____				
e) Total of all accounts                           \$ _____				
f) Amount of quartermaster bond                     \$ _____				
g) Do all account ledger balances match the balance of reconciled bank statements?.....			YES	NO
h) Is the quartermaster bond (f) greater than the total of all accounts (e)?.....			YES	NO
17) Name of bonding company: _____		Expiration date of bond: _____		
18) Are additional officers accountable for funds, bonded in accordance with Section 703 of the National By-Laws?.....			YES	NO
19) Does the Post quartermaster...				
a) Maintain books and records in a legible and uniform format?.....			YES	NO
b) Receive and properly transmit membership dues as required?.....			YES	NO
c) Maintain a dues reserve fund in accordance with Section 717 of the National By-Laws?.....			YES	NO
d) Does the dues reserve fund reflect payment of annual and life members?.....			YES	NO
e) Date dues reserve fund last transferred to general fund: _____				
f) Maintain a relief fund in accordance with Section 219 of the National By-Laws?.....			YES	NO
g) Have care and custody of all committee funds?.....			YES	NO
h) Report on transactions concerning receipts and expenditures at Post meetings?.....			YES	NO
i) File appropriate forms as required by federal, state and local statutes?.....			YES	NO
j) Date of last 990 filing: _____			YES	NO
k) Is the 990 filing available for public inspection?.....			YES	NO
20) Are all expenditures voted on by the Post membership and approved by the Post Commander?.....			YES	NO
21) Are expenditures from the relief fund in accordance with Section 219 of the National By-Laws?.....			YES	NO
22) Are signatures authorizing the disbursement of funds done in accordance with Post By-Laws?.....			YES	NO
23) Are checks pre-signed by any authorized officer?.....			YES	NO
24) Does the Post own real property?.....			YES	NO
a) Appraised Value: \$ _____ Monthly Payment: \$ _____ Amount Owed: \$ _____				
b) Title Holder: _____				
25) Does the Post carry all proper types of insurance?.....			YES	NO
a) Are both the Veterans of Foreign Wars of the United States and Department named as additional insureds?.....			YES	NO
26) Does the Post retain documents in accordance with the Department's Document Retention Policy?.....			YES	NO
27) Post Federal Employee Identification Number (EIN): _____				
28) Does the Post operate a clubroom/canteen or other state licensed entity?(Department Inspection Form Required).....			YES	NO