2019-2020 VFW AUXILIARY OFFICIAL INSPECTION BY
DISTRICT PRESIDENT/INSPECTING OFFICER REPORT FORM

1. Date of Inspection __________ How many members present at this meeting __________

2. District _______________ Auxiliary __________________________ (Name and Number)

3. Location ___________________________ (Address) (City) (Zip)

4. Name of Auxiliary President ____________________________________________
(If Auxiliary President did not preside, provide name and title of person that did preside over the meeting).

5. Are those serving in the positions of President, Secretary, Treasurer and Trustee (all three) the same as who were submitted to Department Secretary? YES _____ NO _____ (check one)
If NO, complete their information (name, address, phone number, email and Member I.D. number) on a separate sheet and attach it to this sheet when submitting this Inspection Report.

6. The office of the President shall hold the original bond of both offices. Ask the President to see the Bond. Does the Bond show both the office of President and Treasurer Bonded? YES _____ NO _____ (check one)
    Bonded by Whom? __________________________ Date Bond Expires ____________

7. How many regular Business Meetings are held in the year? _______
   If less than 12, what are the blackout months? __________________________
   Day/Date of regular Business Meeting __________________ Meeting start time ____________

8. What does the Auxiliary charge as an admission fee for new members? $______________

9. What are the Annual dues for this Auxiliary? $______________

10. Previous year’s membership as of June 30 ______ Membership at time of Inspection ______

11. Average attendance at monthly business meeting ________

12. Does the Auxiliary hold active recruiting events? YES ______ NO ______ (check one)

13. Is Business Meeting set up Roundtable, Contemporary or Traditional? (circle one)
14. Is the President using the current *Podium Edition: Bylaws and Ritual* during the meeting?
YES _______ NO _______ (check one)

15. Are the meetings following the Auxiliary Order of Business according to the Ritual?
YES _______ NO _______ (check one)

16. Do newly obligated members receive the Auxiliary membership pin and current *Podium Edition: Bylaws and Ritual*?
YES _______ NO _______ (check one)

17. With a show of hands during the meeting, how many members present are:
   - Logged on to Malta? _____
   - Use the Resources page on the National website? _____
   - Receive the e-newsletter? _____

18. DOES THE SECRETARY:
   a. Keep the minute book according to the Booklet of Instructions? YES ____ NO ____
   b. Are the minutes kept in a bound book OR typed in a binder? (circle one)
   c. Is the book of the Secretary audited quarterly according to the Bylaws? YES ____ NO ____
   d. Do elected Trustees sign all pages of the Secretary’s minutes? YES ____ NO ____
   e. Is the Bond incorporated into the minutes? YES ____ NO ____
   f. Is the Treasurers report incorporated in the Minute Book of the Secretary? YES ____ NO ____
   g. Is the Audit incorporated in the Minute Book of the Secretary? YES ____ NO ____
   h. What is the date of the last Audit noted in the Secretary’s Minute Book? ________________
   i. Does Secretary read the minutes as part of the order of business? YES ____ NO ____
   j. Are Department and/or National Communications read by the Secretary? YES ____ NO ____

19. DOES THE TREASURER:
   a. Maintain Treasurers Books according to the Bylaws and Booklet of Instructions?
      YES _____ NO _____
   b. Is the Treasurers work kept in a bound book OR typed in a binder? (circle one)
   c. Are the Treasurer’s book and **all records** (bank statements, savings books, bingo accounts, receipt books etc.) of the Treasurer audited quarterly according to the Bylaws and signed by the Trustees (must be at least two (2) elected trustees)? YES _____ NO _____
   d. What is the date of the last audit noted in the Treasurers Book? ________________
   e. Does the Treasurer read her report as part of the Order of Business? YES _____ NO _____
   f. Are all funds audited (relief, savings, ways and means, Bingo, cancer insurance, kitchen, etc.)?
      YES _____ NO _____
   g. Has the 990N been filed with the IRS? YES ____ NO ____
      File date of 990 form ______________ Date copy of form sent to Department Office__________
   h. Does the Treasurer have a computer or access to one to complete all the duties of the office?
      YES ____ NO _____
i. Ask the Treasurer if he or she has accessed MALTA, the Treasurer’s webpage on the National website and if he or she has printed out the Treasurer’s Guide and needed forms for the office of Treasurer (membership applications, etc.)
   Accessed MALTA? YES ____ NO _____
   Accessed the Treasurer’s webpage on the National website? YES ____ NO _____
   Printed out the Treasurer’s Guide? YES ____ NO _____

20. DO THE TRUSTEES (ask them directly):
   If not present prior to the meeting, ask them to stay a few minutes after the meeting. Please do not take up a lot of their time.
   a. Hold audits and have all the books and paperwork in their possession when performing the audit? YES ____ NO _____
      Do they do the actual audit OR does the Treasurer? (circle one)
   b. Follow the “How to Do an Audit” Guidelines available from Department? YES ____ NO _____
   c. Does the #1 Trustee call the audit and send the completed audit to Department? YES ____ NO _____
      If NO, give the position of the person who mails the audit _____________________________
   d. Read the Quarterly Audit and ensure it is acted upon at the meeting? YES ____ NO _____
   e. Do the Trustees get the bills from Conductor/Conductress, sign them for approval or reject the bills and make or give a report under REPORT OF TRUSTEES in the meeting? YES ____ NO _____

21. Have Chairmen been appointed to correspond with ALL National and Department Programs? YES ____ NO _____
    If no, what programs are lacking a chairman and why? ________________________________

22. Did the Auxiliary President have his or her Chairmen promote Programs or talk about Program projects involving the members? YES ____ NO _____

23. Is the Auxiliary participating in reporting on Programs? YES ____ NO _____

24. Do you consider this Auxiliary to be in good working order? YES ____ NO _____
    Why or why not? ________________________________________________________________
    ________________________________________________________________
25. List any questions or concerns that arose during the visit for which our Department needs to respond that will help or encourage this Auxiliary.

I Certify I have inspected the auxiliary listed above

(Signature of District President/Inspecting Officer)

THE RECORDS OF THE SECRETARY AND TREASURER
MUST BE SIGNED BY THE INSPECTING OFFICER

Three copies are needed:
- One copy for the Auxiliary President
- One copy for the District President
- One copy for the Department President to be sent to Department Headquarters within seven (7) days after the Inspection Date

Mail to: VFW Auxiliary Dept. of 

Date mailed to Department President/Department Headquarters 

Date viewed by Department President or Department Secretary 

Date mailed to Department Chief of Staff (optional)