



## 2024-2025 VFW AUXILIARY OFFICIAL VISIT BY

### DISTRICT PRESIDENT/INSPECTING OFFICER REPORT FORM

Date of Inspection \_\_\_\_\_ Number of Members Present \_\_\_\_\_  
District \_\_\_\_\_ Auxiliary \_\_\_\_\_  
(Name And Number)

Address \_\_\_\_\_

Name of Auxiliary President/ Officer and title presiding over meeting \_\_\_\_\_

1. Has the Installation report been entered into Malta? \_\_\_\_\_
2. Are the President and Treasurer Bonded? \_\_\_\_\_  
Has the 990N been filed? \_\_\_\_\_ Date accepted by the IRS: \_\_\_\_\_  
(Ask to see the IRS acceptance letter to confirm date)  
If not, why? \_\_\_\_\_
3. How many regular business meetings are held? \_\_\_\_\_
4. Does the auxiliary hold recruitment events? \_\_\_\_\_
5. Does the President have a copy of the current National Podium Book? \_\_\_\_\_
6. By a show of hands how many members participate: Have a Malta Account: \_\_\_\_\_
  - a. Use the resources page: \_\_\_\_\_
  - b. Received the Department Virginia Communications by email \_\_\_\_\_ Mail \_\_\_\_\_
7. Is auxiliary reporting in required programs? \_\_\_\_\_

If not, why? \_\_\_\_\_  
(Check the auxiliary reporting status on the program tracker)

#### Secretary:

1. Are the minutes recorded according to the National By-laws? \_\_\_\_\_

If not, why? \_\_\_\_\_

2. Are the minutes kept in a bound book \_\_\_\_\_ or typed and kept in a binder \_\_\_\_\_
3. Are the following incorporated in the minutes? Bond \_\_\_\_\_ Treasurers report \_\_\_\_\_

Audit \_\_\_\_\_ Date of last audit incorporated in the secretary's book: \_\_\_\_\_

4. Is the secretary's book audited quarterly according to the National By-laws? \_\_\_\_\_

If not, why? \_\_\_\_\_

Are all pages in the secretary's book signed/initialed by the trustees? \_\_\_\_\_

5. Does the secretary read the minutes? \_\_\_\_\_
  - Provide Copies to members? \_\_\_\_\_
  - Provide Copies/Read the Department Communications? \_\_\_\_\_
  - Are they incorporated into the minutes? \_\_\_\_\_

#### Treasurer:

1. What is the previous year's membership as of June 30: \_\_\_\_\_
  - a. Membership at time of inspection: \_\_\_\_\_ Has the treasurer submitted dues? \_\_\_\_\_
  - b. What are the annual dues? \$ \_\_\_\_\_ Renewal \$ \_\_\_\_\_
2. Are the Treasurer's books kept in compliance with the National By-laws? \_\_\_\_\_
  - a. Is the Treasurers book kept in a bound book \_\_\_\_\_
3. Have dues notices been sent out? \_\_\_\_\_ . If not, why? \_\_\_\_\_
4. Does the treasurer read the treasurer's report? \_\_\_\_\_ or provide copies? \_\_\_\_\_
5. Is the treasurer's book, all bank statements, and financial documents audited quarterly by trustees according to the National by-laws? \_\_\_\_\_ Date of last Audit: \_\_\_\_\_
  - a. Are they signed by the trustees/ pro- tem trustees? \_\_\_\_\_
  - b. Does the Treasurer maintain a copy of the Audit/Treasurer Report in a file? \_\_\_\_\_
  - c. Does the treasurer use the resources in Malta? \_\_\_\_\_

**Trustees:**

1. Are the trustees' holding audits in compliance with Section 814 in the National By-laws? \_\_\_\_\_  
If not, why? \_\_\_\_\_

**District President/Inspecting Officer:**

1. Do you feel this auxiliary is in good working order? \_\_\_\_\_

If not, why: \_\_\_\_\_

2. Do you have any concerns that should be addressed by a department representative? \_\_\_\_\_

If so, what are they: \_\_\_\_\_

3. Does the auxiliary have any concerns that should be addressed by a department representative? \_\_\_\_\_

What concerns do they have? \_\_\_\_\_

**I certify I have inspected the auxiliary listed above** \_\_\_\_\_

(Signature of District President/ Inspecting officer)

**I certify I have been present for this inspection** \_\_\_\_\_

(Signature of Auxiliary President/ Representing officer)

**The records of the secretary and treasurer must be signed by the inspecting officer.**

**Three copies needed:**

1. Copy for the auxiliary president.

2. Copy for the district president's records.

**3. A copy sent to the Department President, COS and Secretary within 7 days after inspection date Via email or mail:**

**Copy:**

Dawn, Kuhn, Department President,  
Ellen stogsdill, Department Secretary,  
Carol Vangi, Department COS

[kuhn@comcast.net](mailto:kuhn@comcast.net)  
[ellenstogsdill@coc.net](mailto:ellenstogsdill@coc.net)  
[cjonesvangi@gmail.com](mailto:cjonesvangi@gmail.com)