



2025-2026 VFW AUXILIARY OFFICIAL VISIT 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? Yes ☐ No ☐ Date _____

2. Are the President and Treasurer Bonded? _____

Has the 990N been filed? Yes ☐ No ☐ 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 per year? _____

4. Does the auxiliary hold recruitment events? Yes ☐ No ☐

5. Does the President have a copy of the current National Podium Book? Yes ☐ No ☐ If not why not

6. By a show of hands how many members:

Have a Malta Account: _____ Use the Malta resources page: _____

Receive the Department Communications: Email ☐ Mail ☐

7. Is this auxiliary reporting in all required programs? Yes ☐ No ☐

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

Secretary:

1. Are the minutes recorded according to the National By-laws? Yes ☐ No ☐

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: Yes ☐ No ☐ Treasurers Rpt. Yes ☐ No ☐

Audit: Yes ☐ No ☐ Date of last audit incorporated in the secretary's book: _____

4. Is the Secretary's book audited quarterly, according to the National By-laws? Yes ☐ No ☐

If not, why? _____
Are all pages in the secretary's book signed/initialed by the trustees? Yes ☐ No ☐

5. Does the Secretary:

Read the minutes ☐ Email the minutes ☐ Provide Copies to members? ☐

• Provide Copies/Read the Department Communications? Yes ☐ No ☐

• Does the Secretary maintain a Communications section/folder? Yes ☐ No ☐

Trustees:

Are the Trustees holding audits in compliance with Section 814 in the National By-laws? Yes ☐ No ☐
If not, why? _____

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? Yes ☐ No ☐
 - a. Is the Treasurers book kept in a Bound Book ☐ or Three Ring Binder ☐
3. Have dues notices been sent out? Yes ☐ No ☐ Date _____ If not, why? _____
4. Does the treasurer read the treasurer's report? Yes ☐ No ☐ or provide copies? Yes ☐ No ☐
5. Are the treasurer's book, all bank statements, and financial documents audited quarterly by trustees, according to the National by-laws? Yes ☐ No ☐ Date of last Audit: _____
 - a. Are they signed by the trustees/pro- tem trustees? Yes ☐ No ☐
 - b. Does the Treasurer maintain a copy of the Audit/Treasurer Report in a file? Yes ☐ No ☐
 - c. Does the treasurer use the resources in Malta? Yes ☐ No ☐

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? Yes ☐ No ☐
If so, what are they: _____
3. Does the **auxiliary** have any concerns that should be addressed by a department representative?
Yes ☐ No ☐ If yes, what are the concerns? _____

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.

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:

Copies to:

Kelli Levitt – Department President – itsmekelli@aol.com 13404 Classic Ct. Woodbridge, VA 22192 703-895-8855
Jerry Miller – Department Secretary – vfwauxvasecretary@gmail.com PO Box 233 Catharpin, VA 20143 571-236-3605
Patricia Jurgensen – Department Chief of Staff – pjurgy@aol.com 12781 Chatter Brook Dr. Catharpin, VA 20142 703-754-1244