

MEN'S AUXILIARY
DEPARTMENT OF S.C.
VETERANS OF FOREIGN WARS



INSPECTION
REPORT

DATE INSPECTED:	AUXILIARY NUMBER:	LOCATION:	MEETS:	
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1	<i>Balance of all checking accounts</i>	\$
2	Total invested in bonds, CD's, savings, bingo funds, etc.	\$
3	Amount of Treasurer's Bond (this includes all cash monies, CD's, Securities etc. which are considered liquid assets-those which are cash or can be converted to cash)	\$
4	GRAND TOTAL: (ITEMS 1 & 2)	\$
5	Is item 4 greater than 3? (YES OR NO)	
6	Name of Bonding Company:	
7	Expiration date of Bond: (mm/dd/yyyy)	
8	Are all checks signed by the President and the Treasurer? (YES OR NO)	
9	Does the Treasurer control all funds? (YES OR NO)	
10	Has IRS Form 990N been filed? (YES OR NO)	
11	Date of Filing: (mm/dd/yyyy)	
12	Has Treasurer forwarded all dues (\$7.00 per/member) to State Headquarters? (YES OR NO)	
13	Are checks pre-signed? (YES OR NO)	
14	Date of last dues transmittal to State Headquarters: (mm/dd/yyyy)	
15	Do the Trustees audit all records? (YES OR NO)	
16	Are the Secretary's records current? (YES OR NO)	
17	Are the Treasurer's records current? (YES OR NO)	
18	Does the Bank Balance reconcile with books? (YES OR NO)	

GENERAL INFORMATION:

1	Are <u>ALL</u> Men's Auxiliary Offices filled (Both elected and appointed)? (YES OR NO)	
2	Are meetings held according to ritual? (YES OR NO)	
3	Does your Men's Auxiliary have a Charter which has been approved by Dept. SC (YES OR NO)	
4	Does your Men's Auxiliary perform work with your community (YES OR NO)	
5	Does your Men's Auxiliary make out Americanism and Community Service Rpts? (YES OR NO)	

signed: _____ Men's Auxiliary President

Date:

signed: _____ Men's Auxiliary Treasurer

signed: _____ VFW Post Commander