

**AUXILIARY INSPECTION REPORT FORM**

DATE OF INSPECTION REPORT: \_\_\_\_\_ AUX. NO. \_\_\_\_\_ DISTRICT NO.: \_\_\_\_\_

AUXILIARY NAME \_\_\_\_\_

LOCATION: \_\_\_\_\_

(ADDRESS)

(CITY)

(STATE & ZIP)

- 1. Number of dues paid as of this inspection? \_\_\_\_\_ Membership as of June 30, 2019 \_\_\_\_\_
- 2. Has the current Installation Report been mailed to the Auxiliary VFW, National and Department Headquarters? Yes\_\_\_ No\_\_\_
- 3. If the Office of President, Secretary or Treasurer has changed, has change been reported to Department and National Headquarters? Yes\_\_\_ No\_\_\_
- 4. Does this Auxiliary hold monthly business meetings? Yes\_\_\_ No\_\_\_  
When? \_\_\_\_\_
- 5. Average attendance at monthly business meetings \_\_\_\_\_ Yes\_\_\_ No\_\_\_
- 6. Are the Department General Orders read when received? Yes\_\_\_ No\_\_\_

**PERTAINING TO THE OFFICE OF PRESIDENT:**

7. Is the Office of President bonded? Yes\_\_\_ No\_\_\_ By Whom? \_\_\_\_\_ Exp. Date \_\_\_\_\_

**PERTAINING TO THE OFFICE OF SECRETARY:**

- 8. Are the Secretary's books kept according to the Booklet of Instructions? Yes\_\_\_ No\_\_\_
- 9. Is the Treasurer's detailed report incorporated in the Secretary's minute book? Yes\_\_\_ No\_\_\_
- 10. Is the Audit report incorporated in the Secretary's minute book? Yes\_\_\_ No\_\_\_
- 11. Are the books of the Secretary audited according to the By-Laws? Yes\_\_\_ No\_\_\_

**PERTAINING TO THE OFFICE OF TREASURER:**

- 12. Is the Office of Treasurer bonded? Yes\_\_\_ No\_\_\_ By Whom? \_\_\_\_\_ Exp. Date \_\_\_\_\_
- 13. Are the Treasurer's books kept according to the Booklet of Instructions? Yes\_\_\_ No\_\_\_
- 14. Date of last Audit \_\_\_\_\_
- 15. Are all funds audited (i.e. Kitchen, Bingo, etc.) Yes\_\_\_ No\_\_\_
- 16. Are all books signed by the Trustees performing the Audit? Yes\_\_\_ No\_\_\_
- 17. Are the audits signed by the Trustees performing the Audit? Yes\_\_\_ No\_\_\_
- 18. Does the Treasurer read her report as a part of the Order of Business? Yes\_\_\_ No\_\_\_
- 19. Is the quarterly audit read by the Trustees and acted upon at the meeting? Yes\_\_\_ No\_\_\_
- 20. Are the quarterly audits mailed each quarter to the Department Treasurer as required? Yes\_\_\_ No\_\_\_

**PERTAINING TO APPOINTMENT OF CHAIRMAN:**

- 21. Have chairman been appointed to correspond with National and Department Programs? Yes\_\_\_ No\_\_\_
- 22. Is this Auxiliary VFW participating in all programs? Yes\_\_\_ No\_\_\_

**Do you consider this Auxiliary to be in good working order? Yes\_\_\_ No\_\_\_**

Your comments, Matters of Concern, etc.:

**Please give honest, unbiased answers to the above questions. You may use the back as necessary.**

**Instructions to District President/Inspector:** 1) Please be sure to sign both the books of the Secretary and the Treasurer indicating the date you inspected and your initials. 2) A copy of the Auxiliary Inspection Report Form is given to the Auxiliary President at the time of inspection. 3) A copy is also sent to the Department President, and 4) you for your files.

\_\_\_\_\_  
Signature of District President/Inspecting Officer

\_\_\_\_\_  
Signature of Auxiliary President