



**2023-24 VFW AUXILIARY  
OFFICIAL ASSESSMENT FORM  
BY  
DISTRICT PRESIDENT/INSPECTING OFFICER**

**Please check yes/no boxes and fill in any blanks**

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 the same as who were submitted to the Department Secretary? YES ☐ NO ☐  
***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. Is the office of the President and treasurer Bonded? YES ☐ NO ☐  
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 ☐
13. Is Business Meeting set up : ☐ Roundtable ☐ Contemporary ☐ Traditional
14. Is the President using the current *Podium: Bylaws and Ritual* during the meeting? YES ☐ NO ☐

15. Are the meetings following the Auxiliary Order of Business according to the Ritual? YES ☐ NO ☐

16. Do newly obligated members receive the Auxiliary membership pin and current *Podium Edition: Bylaws and Ritual*? YES ☐ NO ☐

18. With a show of hands during the meeting, how many members present are:

Logged on to Malta? _____	Attend Motivational Monday Training? _____
Use the Resources page on the National website? _____	Enter Online Reporting? _____
Receive the e-newsletter? _____	Receive and Read the Department Mail? _____

19. 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**
- 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. How are the minutes of the previous meeting presented to the members?  
☐ **read** ☐ **emailed** ☐ **distributed (printed)**
- j. Are Department and/or National Communications read by the Secretary? YES ☐ NO ☐
- k. Who is in possession of the secretary's books? \_\_\_\_\_
- l. Where are the books kept? \_\_\_\_\_

20. DOES THE TREASURER:

- a. Maintain Treasurers Books according to the Bylaws and Booklet of Instructions? YES ☐ NO ☐
- b. Is the Treasurers work kept in: ☐ **bound book** or typed in a ☐ **binder**
- 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 ☐  
If the report is not read, how is the report presented to the members? \_\_\_\_\_
- f. Are all funds audited (general, relief, savings, 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 computer access to complete all the treasurer duties? 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 ☐

j. Does the Auxiliary possess a Debit card as outlined in the Bylaws (Section 813-A)?

(ask to see it)

YES ☐ NO ☐

Are the receipts from the use of the Debit card reviewed monthly by the trustees as required in the Bylaws? (Please review these)

YES ☐ NO ☐

k. Is a copy of the current Bond in the treasurer's books?

YES ☐ NO ☐

l. What is the name of the Banking institution where the Auxiliary funds are kept? How is the name of the Auxiliary listed on the account? \_\_\_\_\_

m. Who is in possession of the treasurer's books? \_\_\_\_\_

Where are the Books kept? \_\_\_\_\_

## 21. 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?

☐ Trustees ☐ Treasurer

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 ☐

22. Have Chairmen been appointed to correspond with ALL National and Department Programs?

YES ☐ NO ☐

If no, what programs are lacking a chairman and why? \_\_\_\_\_

23. Did the Auxiliary President have his or her Chairmen promote Programs or talk about Program projects involving the members?

YES ☐ NO ☐

24. Is the Auxiliary participating in reporting on Programs?

YES ☐ NO ☐

25. Do you consider this Auxiliary to be in good working order?

YES ☐ NO ☐

Why or why not? \_\_\_\_\_

26. Did the Auxiliary President have his or her Chairmen promote Programs or talk about Program projects involving the members?

YES ☐ NO ☐

27. Is the Auxiliary participating in reporting on Programs?

YES ☐ NO ☐

28. Do you consider this Auxiliary to be in good working order?

YES ☐ NO ☐

Why or why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**29.** List any questions or concerns that arose during the visit for which our Department needs to respond that will help or encourage this Auxiliary.

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\_\_\_\_\_

***I Certify I have inspected the auxiliary listed above*** \_\_\_\_\_  
(Signature of District President/Inspecting Officer)

Title of Inspecting Officer \_\_\_\_\_

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

Four copies are needed:

- One copy for the Auxiliary President
- One copy for the District President
- One copy for the Department President, Connie Holt ([connieann17563@yahoo.com](mailto:connieann17563@yahoo.com))  
**must be sent within seven (7) days after the inspection date**
- One copy to District President Advisor, Lin Moore, ([lmoore51@yahoo.com](mailto:lmoore51@yahoo.com))

Date emailed to Department President \_\_\_\_\_

Date viewed by Department President \_\_\_\_\_

Date emailed to Department District President Advisor \_\_\_\_\_