

**PRINTABLE FORM - DO NOT USE FOR FINAL INSPECTION  
2026-27 IDAHO POST INSPECTION FORM**

POST	CHARTERED LOCATION	DISTRICT	EIN	INSPECTION DATE

- 1) Has the Post adopted Bylaws in accordance with Section 202 of the National Bylaws?----- YES NO
  - a) Date approved by the Commander-in-Chief: \_\_\_\_\_
- 2) Is the Post incorporated in accordance with Section 708 of the National Bylaws?----- YES NO
  - a) Date approved by the Commander-in-Chief: \_\_\_\_\_ S.O.S File No. \_\_\_\_\_
  - b) Registered Agent: \_\_\_\_\_ c) Last Annual Report Date \_\_\_\_\_
- 3) Are all officer positions filled as prescribed in Section 216 of the National Bylaws?----- YES NO
- 4) Are Post delegates elected in accordance with Section 222 of the National Bylaws?----- YES NO
- 5) Does the Post Adjutant:
  - a) Maintain books and records in a legible and uniform format?----- YES NO
  - b) Maintain a file containing a copy of the original application of all members admitted into the Post?----- YES NO
  - c) Maintain a file of meeting minutes after correction and approval?----- YES NO
  - d) Maintain a file of current orders or circulars issued from higher authority?----- YES NO
  - e) Maintain a file containing proof of eligibility submitted by officers?----- YES NO
  - f) Maintain a current copy of Post, District (if applicable), Department and National Bylaws?----- YES NO
- 6) Does the Post hold at least one meeting per month with a quorum present?----- YES NO
- 7) Are Community Service/Program (Activity) reports submitted in accordance with Department Bylaws and guidelines?----- YES NO
- 8) Is the Post on track with National and Department membership goals?----- YES NO
  - a) Current membership percentage: \_\_\_\_\_ Benchmarks: 9/30=70%, 11/15=85%, 12/31=90%, 2/28=95%, 6/1=100%+1
- 9) Do the elected Trustees review the monthly report of receipts and expenditures?----- YES NO
- 10) Do the elected Trustees audit quarterly all books and records of the Post Quartermaster, Post Adjutant and any activity, clubroom, holding company or unit sponsored, conducted, or operated by, for or on behalf of the Post?----- YES NO
  - a) Date last quarterly audit conducted: \_\_\_\_\_
- 11) Post Funds:
 

<ol style="list-style-type: none"> <li>a) Balance of all checking accounts: _____</li> <li>b) Balance of all savings accounts: _____</li> <li>c) Balance of all CD and bond accounts: _____</li> <li>d) All other account types _____</li> <li>e) Total of all accounts: _____</li> <li>f) Amount of Quartermaster bond: _____</li> </ol>	<ol style="list-style-type: none"> <li>g) Do all account ledger balances match the balance of the reconciled bank statements? YES NO</li> <li>h) Is the Quartermaster bond (f) greater than the total of all accounts (e)? YES NO</li> </ol>
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- 12) Name of bonding company: \_\_\_\_\_ Expiration date of bond? \_\_\_\_\_
- 13) Do any additional officers accountable for funds need bonding in accordance with Section 703 of the National Bylaws?----- YES NO
  - a) If YES, is the additional officer bonded? *List other Officers in Comments.*----- YES NO N/A
- 14) Does the Post Quartermaster:
  - a) Maintain books and records in a legible and uniform format?----- YES NO
  - b) Maintain a relief fund in accordance with Section 219 of the National Bylaws?----- YES NO
  - c) Have care and custody of all committee funds?----- YES NO
  - d) Report on transactions concerning receipts and expenditures at Post meetings?----- YES NO
  - e) File appropriate forms as required by federal, state and local statutes?----- YES NO
  - f) Has the IRS Form 990 been filed for the current year?----- YES NO
- 15) Are all expenditures voted on by the Post membership and approved by the Post Commander?----- YES NO
- 16) Are expenditures from the relief fund in accordance with Section 219 of the National Bylaws?----- YES NO
- 17) Are signature(s) authorizing the disbursement of funds done in accordance with Post Bylaws?----- YES NO
- 18) Are all blank checks unsigned?----- YES NO
- 19) Does the Post own real property?----- YES NO

- 20) Is the Post required to carry insurance in accordance with Section 709 of the National Bylaws?----- YES NO
  - a) If not required, has the Post elected to carry a "No Post Home" liability policy?----- YES NO N/A
  - b) Are both the Veterans of Foreign Wars of the United States and Department named as additional insureds?----- YES NO N/A
- 21) Does the Post retain documents in accordance with the Department's Document Retention Policy?----- YES NO
- 22) Does the Post operate a clubroom/canteen or other state licensed entity?(Check expiration dates of all licenses) YES NO
- 23) Has the Post been issued ceremonial rifles or static displays? Last Certification Date: \_\_\_\_\_ YES NO
  - a) Have the proper reporting procedures been followed for annual and tri-annual inspections?----- YES NO
- 24) Does the Post have access to the vfwid.org official Post email address: \_\_\_\_\_ YES NO

Inspector Comments/Discrepancies:


Corrective Actions/Plans:


Dept. Inspector Comments:


POST COMMANDER \_\_\_\_\_

DISTRICT INSPECTOR \_\_\_\_\_

DEPT. INSPECTOR \_\_\_\_\_

The Inspector shall provide a copy of each inspection to the PostCommander, District Inspector, and Department Inspector and set forth therein any constructive criticism and recommendations.  
 MAINTAIN IN POST FILE AS A PERMANENT RECORD

Print

Signature if Available

DATE \_\_\_\_\_

COPY 1 - DEPARTMENT

COPY 2 - DISTRICT

COPY 3 - POST

Revision Date 5-22-26