

AUXILIARY INSPECTION REPORT FORM

Date of Inspection _____

AUXILIARY NAME _____ No. _____ District No. _____

LOCATION: _____
(Address) (City) (Zip)

Has the current Installation Report been mailed to the Ladies Auxiliary VFW, National and Department Headquarters?
Yes _____ No _____

If the office of President, Secretary or Treasurer has changed, if so, has the change, with correct name and address, been mailed to National and Department?
Yes _____ No _____

Does Auxiliary hold monthly business meeting? When? _____ Yes _____ No _____

Average attendance at monthly business meetings _____

Are meetings conducted according to the National Bylaws and Ritual? Yes _____ No _____

Are **current** Bylaws and Rituals used during meetings? Yes _____ No _____

Are the Officers familiar with their duties? Yes _____ No _____

Membership to date _____ Previous year's membership as of June 30 _____

What does the Auxiliary currently charge as an Initiation fee? \$ _____

Are **current** Bylaws and membership pin given to new members when they are obligated? Yes _____ No _____

Are National and Department General Orders read when received? Yes _____ No _____

Is the Office of Treasurer bonded? Yes _____ No _____ By whom? _____ Exp. Date _____

Do the Secretary and Treasurer keep books according to the Booklet of Instructions? Yes _____ No _____

Does the Treasurer read her report as a part of the Order of Business? Yes _____ No _____

Are the books of the Secretary and Treasurer audited according to the Bylaws? Yes _____ No _____

Date of last Audit _____

Are all books signed by the elected Trustees when audited? Yes _____ No _____

Are all funds audited (i.e. Jr. Girls, Ways & Means, etc.)? Yes _____ No _____

Is the quarterly audit read by the Trustees and acted upon at the meeting? Yes _____ No _____

Is the audit report incorporated in the Secretary's minute book? Yes _____ No _____

Does the Senior Trustee mail each quarterly audit to the Dept. Treasurer as required? Yes _____ No _____

Have chairmen been appointed to correspond with National and Department Programs? Yes _____ No _____

Are they participating? Yes _____ No _____

Do chairmen fill out the year-end report forms? Yes _____ No _____

Do all officers and chairmen turn records and properties over to their successor? Yes _____ No _____

Do you consider this Auxiliary to be in good working order? Yes _____ No _____

Inspector's Comments

I _____ certify I have inspected the Auxiliary listed above and find that the Auxiliary
(District President/Inspecting Officer)

(Is, Is not) _____ in good working order.

Signature of Auxiliary President

THE RECORDS OF THE SECRETARY AND TREASURER MUST BE SIGNED BY THE INSPECTING OFFICER.
One copy for the District President, one copy for the Department President, one copy for the Auxiliary President.