

**VFW Auxiliary, Department of \_\_\_\_\_**  
**AUXILIARY OFFICIAL VISIT REPORT FORM**  
**20 -20**

**DATE OF VISIT:** \_\_\_\_\_ **AUX. NO.** \_\_\_\_\_ **DISTRICT NO.** \_\_\_\_\_

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

**LOCATION:** \_\_\_\_\_  
(Address) (City) (State & Zip)

1. Number of dues paid as of this visit? \_\_\_\_\_ Membership as of June 30, 2021 \_\_\_\_\_
2. If the office of President, Secretary or Treasurer has changed, has change been reported to Department Secretary?  
Yes \_\_\_\_\_ No \_\_\_\_\_
3. Does this VFW Auxiliary hold monthly business meeting? Yes \_\_\_\_\_ No \_\_\_\_\_  
When? \_\_\_\_\_
4. Average attendance at monthly business meetings \_\_\_\_\_ Number of members in attendance at this meeting \_\_\_\_\_

**THE OFFICE OF PRESIDENT:**

5. Is the Office of President bonded? Yes \_\_\_\_\_ No \_\_\_\_\_ by whom? \_\_\_\_\_ Exp. Date \_\_\_\_\_
6. Was there an agenda prepared? Yes \_\_\_\_\_ No \_\_\_\_\_ Was it handed out to the members prior to the meeting Yes \_\_\_\_\_ No \_\_\_\_\_
7. What is the year of the Podium Edition? \_\_\_\_\_
8. Does the Auxiliary have a current copy of "Building on the VFW Auxiliary Foundation" available? \_\_\_\_\_

**THE OFFICE OF SECRETARY:**

9. Are the Secretary's books kept according to the Booklet of Instructions? Yes \_\_\_\_\_ No \_\_\_\_\_
10. Is the Treasurer's detailed report incorporated in the Secretary's minute book? Yes \_\_\_\_\_ No \_\_\_\_\_
11. Is the audit report incorporated in the Secretary's minute book? Yes \_\_\_\_\_ No \_\_\_\_\_
12. Are the books of the Secretary audited according to the Bylaws and signed by the Trustees? Yes \_\_\_\_\_ No \_\_\_\_\_
13. Does the Secretary have computer access to complete all duties of the office? Yes \_\_\_\_\_ No \_\_\_\_\_
14. Does the Secretary use MALTA to complete duties of the office? Yes \_\_\_\_\_ No \_\_\_\_\_

**THE OFFICE OF TREASURER/TRUSTEE:**

15. Is the Office of Treasurer bonded? Yes \_\_\_\_\_ No \_\_\_\_\_ by whom? \_\_\_\_\_ Exp. Date \_\_\_\_\_
16. Are the Treasurer's books kept according to the Booklet of Instructions? Yes \_\_\_\_\_ No \_\_\_\_\_
17. Date of last Audit \_\_\_\_\_
18. Are all funds audited (i.e. Kitchen, Bingo, etc.)? Yes \_\_\_\_\_ No \_\_\_\_\_
19. Are all books signed by the Trustees performing the audit? Yes \_\_\_\_\_ No \_\_\_\_\_
20. Are the audits signed by the Trustees performing the audit? Yes \_\_\_\_\_ No \_\_\_\_\_

21. Is the Treasurer's Report presented in accordance with the vote of the Auxiliary? Yes \_\_\_\_\_ No \_\_\_\_\_
22. Is the quarterly audit read by the Trustees and acted upon at the meeting? Yes \_\_\_\_\_ No \_\_\_\_\_
23. Are the quarterly audits mailed each quarter to the Department Treasurer as required? Yes \_\_\_\_\_ No \_\_\_\_\_
24. Has the 990N or other tax form been filed with the IRS? Yes \_\_\_\_\_ No \_\_\_\_\_ Date Filed \_\_\_\_\_;  
Date copy of form sent to Department Treasurer \_\_\_\_\_
25. Does the Treasurer have computer access to complete all duties of the office? Yes \_\_\_\_\_ No \_\_\_\_\_
26. Does the Treasurer use MALTA to complete duties of the office? Yes \_\_\_\_\_ No \_\_\_\_\_

**PERTAINING TO PROGRAMS:**

27. Have Chairmen been appointed to promote the National and Department Programs? Yes \_\_ No \_\_\_\_\_

If not – why? \_\_\_\_\_

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**Instructions to District President/Visiting Officer:**

- (2) A copy is also sent to the Department President and Department Chief of Staff (this can be done via e-mail)  
 (3) You should keep a copy for your files.

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

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

**District Presidents Only – This does NOT go to the Auxiliary ONLY submit to Department President**

**Do you consider this Auxiliary to be in good working order? Yes \_\_\_\_\_ No \_\_\_\_\_ (If No, date of follow-up) \_\_\_\_\_**  
Your Comments, Matters of Concerns, etc.:

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**Do you have suggestions for the Auxiliary President on conducting and coordination of business in the Auxiliary?**

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

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

Date: \_\_\_\_\_