

VFW Auxiliary, Department of Washington
AUXILIARY OFFICIAL VISIT REPORT FORM
2023-2024

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? _____

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.:

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

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

Signature of District President/Assigned Officer

Date: _____