

## INSPECTOR'S PROGRAM 2023-2024

Properly and timely Audits along with a comprehensive Inspection program are the key tools in evaluating the condition and trends of a specific Post which can assist Leaders in solving current or potential problems.

Listed below are guidelines that need to be followed to successfully complete and submit Audits and Inspections. Following these will simplify the process in achieving proper credit and a timely credit for items submitted.

- Audits (Post & District) are to be sent **DIRECTLY TO** and **ONLY TO** Department Headquarters at the email or P.O. address below! Department Headquarters will log the receipt and provide a copy to the Department Inspector for review.

Email= [ksvfwHQ@kvfw.kscoxmail.com](mailto:ksvfwHQ@kvfw.kscoxmail.com)

Department of KS, VFW  
P.O. Box 1008  
Topeka, KS 66601-1008

### **POST- Trustee's Report of Audit**

- All 4 Quarterly Audits are due to Department Headquarters by the end of the month following the close of each quarter (due to Department July 31<sup>st</sup>, Oct 31<sup>st</sup>, Jan 31<sup>st</sup> and April 30<sup>th</sup>).

### **DISTRICT- Trustee's Report of Audit**

- National By-Laws/Manual of Procedure does not require quarterly audits at the District. Audits are due to Department Headquarters by the end of the month following the District's meeting.

### **POST- Inspections**

- (Yellow copy= stays with Post, Pink copy= stays with District, **White copy= send to Department**)
- The District Commander will be accountable to ensure they receive the completed inspection form for each Post in their district from their District Inspector/Inspectors.
- District Commanders will review each inspection form so they know which Posts under their command are doing well, needing help.
- The District Commander (Not Inspectors) will then send the completed inspection forms (White copy) to Department Headquarters. Department should be receiving inspection forms from "only" the 7 District Commanders. This is to speed up the process.
- Deadline to Department Headquarters for all Post inspections is Dec. 1<sup>st</sup>.

Reminder: ALL AUDITS AND INSPECTIONS TO BE SENT TO DEPARTMENT HEADQUARTERS

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