

# VFW

VETERANS OF FOREIGN WARS OF THE UNITED STATES  
DEPARTMENT OF KANSAS

TO: Post Commander \_\_\_\_\_

Post # \_\_\_\_\_ Post Name \_\_\_\_\_

Greetings Post Commander:

Please be advised that \_\_\_\_\_ will be at your Post meeting on \_\_\_\_\_

at \_\_\_\_\_ to do the Official Post Inspection. The following Post records need to be available for this Inspection.

1. Quartermaster Ledger of Receipts and Disbursements.
  - (a) Bank Statements (Checking, Savings, CDs, Bonds, Etc.)
  - (b) Quartermaster's Bond.
  - (c) Quarterly Trustees' Report of Audit.
  - (d) Club Records (Canteen if applicable.)
  - (e) Bingo Records (if applicable.)
2. Membership Records
3. Adjutant's Records (Post Minutes, Post By-Laws, Officer Eligibility Files, Etc.)
4. Post Incorporation Papers.
5. Liability Insurance Records.
6. Post Copy of IRS Form 990 (IRS Form 990T if applicable.)
7. Buddy Poppy Order.
8. Copies of all Program Report Forms.
9. Copy of National Convention Delegate Registration.
10. District Per Capita Tax (if applicable.) Amount \_\_\_\_\_

Looking forward to visiting with you and all your Post membership. If there are any changes, please call

\_\_\_\_\_ Ph# \_\_\_\_\_ Email \_\_\_\_\_.

Yours in Friendship

Name: \_\_\_\_\_

Title; \_\_\_\_\_

Cc; Post Quartermaster \_\_\_\_\_

Post Adjutant \_\_\_\_\_