



VFW AUXILIARY DEPARTMENT OF PA

AUXILIARY OFFICIAL VISIT REPORT FORM

2024 -2025

DATE OF VISIT _____ AUX. NO. _____ DISTRICT NO. _____

AUXILIARY NAME _____

LOCATION: _____

(Address) (City) (State & Zip)

PRIOR TO THE MEETING:

1. Are the Offices of President and Treasurer bonded? Yes No
2. Has the 990N or other tax form been filed with and accepted by the IRS? Yes No
Date copy of form was sent to Department Treasurer _____
3. Are the Secretary's **and** Treasurer's books kept according to the Booklet of Instructions?
Yes No If No _____
4. Date of last Audit _____
5. Number of dues paid as of this visit? _____ Last June 30th Quota _____
6. Do the Secretary **and** Treasurer have computer access to complete the duties of the office, including MALTA? Yes No If not, who does? _____
7. Are the Treasurer's detailed report **and** the Audit Report incorporated in the Secretary's minute book? Yes No If No _____
8. Are the books of the Secretary **and** Treasurer audited according to the Bylaws and signed by the Trustees? Yes No
9. Are all funds audited (i.e. Kitchen, Bingo, etc.)? Yes No
10. Are all books signed by the Trustees performing the audit? Yes No
11. Are the audits signed by the Trustees performing the audit? Yes No

DURING THE AUXILIARY MEETING (Under Good of the Order)

1. Does the Auxiliary hold at least 10 monthly business meetings annually? Yes No
2. Average meeting attendance _____ Number in attendance today _____
3. Is the Auxiliary aware that "Building on the VFW Auxiliary Foundation" is available in MALTA? Yes No

DUTIES OF THE OFFICERS

1. Was there an agenda prepared? Yes No Was it handed out to the members? Yes No
2. What is the year of the Podium Edition? _____
3. Does the Secretary read General Orders? Yes No
4. Does the Secretary read Other Communications? Yes No

VFW AUX PA Official Visit Form

- 5. What way is the Treasurer's Report presented? _____
- 6. Did the Auxiliary approve this way by vote? Yes No
- 7. Is the quarterly audit read by the Trustees and acted upon at the meeting? Yes No
- 8. Are the quarterly audits mailed each quarter to the Department Treasurer as required? Yes No
- 9. Does the Auxiliary vote to accept the Audit? Yes No

PROGRAMS AND OTHER INFORMATION:

- 1. Have Chairmen been appointed to promote the National and Department Programs? Yes No
If not – why? _____
- 2. Did the President call for Committee/Chairmen Reports? Yes No
- 3. Do you consider this Auxiliary to be in GOOD WORKING ORDER? Yes No
- 4. Does the Auxiliary have any questions, comments, or concerns? Is there anything that they would like to have additional training or information on? _____

- 5. In what ways does the Auxiliary meet the needs of their community? _____

- 6. What is the working relationship between the Post and the Auxiliary? Do they work together on events? Do they have anything upcoming that they would like to have Department representation at? _____

Other Comments _____

Signature of District President/Assigned Officer Signature of Auxiliary President

Instructions to District President/Visiting Officer:
 (1) A copy is given to the Auxiliary President.
 (2) A copy is also sent to the Department President and Department Chief of Staff (this should be done via e-mail)
 (3) A copy to the Department Treasurer/Secretary (this should be done via emailed)
 (4) You should keep a copy for your files.