

# District Presidents

## Items to Check When Making an Auxiliary Visit



It is the VFW Auxiliary District President's responsibility to check items when making their official visit to ensure the Auxiliary is functioning properly. Below is a list of items to check:

- Secretary Minutes
  - Minutes in a binder and number consecutively.
  - Did they include the name of the member who made a motion and seconded it? Are they using the full name?
  - Are expenses voted on or are they in the Standing Rules?
  - Did they include the Treasurer's report in the body of the minutes and a copy attached to it?
  - Did they include the Audit report in the body of the minutes and a copy attached to it?
  - Did the Trustees sign the Secretary Minutes after the Audit?
    - Sign and date the Secretary's Minutes.
- Treasurer's reports
  - Treasurer's Ledger/Report – do they have a column for:
    - General Fund
    - National and Department dues
    - Relief Fund
    - Is it readable?
    - Do they have a copy of the Audit?
    - Did the Trustees sign the Treasurer's Ledger/Report after the Audit?
    - Sign and date the Treasurer's Ledger/Report
  - Checkbook
    - Is the check register up to date?
    - Does it match with the last audit?
    - Did the Trustees sign the Checkbook after the Audit?
    - Sign and date the Checkbook.
  - Bank Statements
    - Are they included with the Treasurer's binder?
    - Did the Trustees sign the Bank Statements?
    - Sign and date the last Bank Statements.
  - Expense receipts
    - Did the Trustees sign each of the receipts?