District President Auxiliary Visit Checklist

What to do When Visiting an Auxiliary

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 are kept in a binder and they are numbered consecutively
  - For motions and seconds, the names of the members are included. Full names are being used
  - Expenses are voted on or they are listed in the Standing Rules
  - Treasurer's reports are included in the body of the minutes and copies are attached to the minutes
  - Audit reports are included in the body of the minutes and copies are attached to it
  - Trustees signed the Secretary Minutes after the Audit
  - District President (or authorized representative) signs and dates all Secretary's Minutes

- Treasurer's Reports
  - Treasurer's Ledger/Report – do they have a column for:
    - General Fund - unrestricted
    - National and Department dues - restricted
    - Relief Fund - restricted
    - Treasurer's Ledger/Report is it readable
    - Reports are kept in a bond book or binder/notebook
    - Treasurer has a copy of all Audits
    - The Ledger total and the checkbook matches
    - The Ledger total and the last audit total match
    - Trustees signed the Treasurer's Ledger/Report after the Audit
    - District President (or authorized representative) signs and dates the Treasurer's Ledger and Report

  - Checkbook
    - The check register is up to date
    - The check register matches with the last audit
    - The check register matches with the Ledger
    - Trustees signed the Checkbook after the Audit
    - District President (or authorized representative) signs and dates the Treasurer's Checkbook

  - Bank Statements
    - All statements are included in the Treasurer's binder
    - Trustees signed all Bank Statements
    - District President (or authorized representative) signs and dates the last Bank Statements

  - Expense receipts
    - All receipts are signed by the Trustees