DEPARTMENT OF FLORIDA VFW AUXILIARY OFFICIAL
REPORT FORM 2026-2027
DEADLINE TO DEPT. PRESIDENT – JANUARY 31, 2027

District _____ Auxiliary _____
(Name and Number)

3. Location _____
(Address) (City) (Zip)

4. Name of Auxiliary President _____
(If Auxiliary President did not preside, provide name and title of person that did preside over the meeting).

5. Are those serving in the positions of President, Secretary, Treasurer and Trustee (all three) the same as who were submitted to Department Secretary? YES_____NO_____(check one)
If NO, complete their information (name, address, phone number, email and Member I.D. number) on a separate sheet and attach it to this sheet when submitting this visit report.

6. The office of the President shall hold the original bond of both offices. Ask the President to see the Bond. Does the Bond show both the office of President and Treasurer Bonded?
YES_____NO_____(check one)
Bonded by Whom?_____Date Bond Expires_____

7. How many regular Business Meetings are held in the year? _____
If less than 12, what are the blackout months? _____
Day/Date of regular Business Meeting_____Meeting start time _____

8. What does the Auxiliary charge as an admission fee for new members? $_____

9. What are the **Annual dues** for this Auxiliary? $_____

10. Previous year's membership as of June 30_____Membership at time of visit _____

11. Average attendance at monthly business meeting _____

12. Does the Auxiliary hold active recruiting events? YES_____NO_____(check one)

13. Is Business Meeting set up Roundtable, Contemporary or Traditional? (circle one)

14. Is the President using the current *Podium Edition: Bylaws and Ritual* during the meeting?
YES_____NO_____(check one)

15. Are the meetings following the Auxiliary Order of Business according to the Ritual?
YES_____NO_____(check one)

16. Do newly obligated members receive the Auxiliary membership pin and current *Podium Edition: Bylaws and Ritual?* YES_____NO_____(check one)

17. With a show of hands during the meeting, how many members present are:
Logged on to Malta? _____
Use the Resources page on the National website?_____
Receive the e-newsletter? _____

18**. DOES THE SECRETARY:**
a. Keep the minute book according to the Booklet of Instructions? YES_____NO _____
b. Are the minutes kept in a bound book **OR** typed in a binder? (circle one)
c. Is the book of the Secretary audited quarterly according to the Bylaws? YES_____NO_____
d. Do elected Trustees sign all pages of the Secretary's minutes? YES_____NO _____
e. Is the Bond incorporated into the minutes? YES_____NO _____
f. Is the Treasurers report incorporated in the Minute Book of the Secretary? YES_____NO_____
g. Is the Audit incorporated in the Minute Book of the Secretary? YES_____NO _____
h. What is the date of the last Audit noted in the Secretary's Minute Book? _____
i. Does Secretary read the minutes as part of the order of business? YES_____NO _____
j. Are Department and/or National Communications read by the Secretary? YES_____NO _____

19. **DOES THE TREASURER:**
a. Maintain Treasurers Books according to the Bylaws and Booklet of Instructions?
YES_____NO _____
b. Is the Treasurers work kept in a bound book **OR** typed in a binder? (circle one)
c. Are the Treasurer's book and **all records** (bank statements, savings books, bingo accounts, receipt books etc.) of the Treasurer audited quarterly according to the Bylaws and signed by the Trustees (must be at least one (1) elected trustee)? YES____ NO _____
d. What is the date of the last audit noted in the Treasurers Book? _____
e. Are all funds audited (relief, savings, ways and means, Bingo, cancer insurance, kitchen, etc.)?
YES_____NO _____
F
. Has the 990N been filed with the IRS? YES_____NO _____
File date of 990 form_____
h. Does the Treasurer have a computer or access to one to complete all the duties of the office?
YES_____NO _____
i. Ask the Treasurer if he or she has accessed MALTA, the Treasurer's webpage on the National website and if he or she has printed out the Treasurer's Guide and needed forms for the office of Treasurer (membership applications, etc.)
Accessed MALTA? YES_____NO _____
Accessed the Treasurer's webpage on the National website? YES_____ NO _____
Printed out the Treasurer's Guide? YES_____ NO _____

20. **DO THE TRUSTEES (ask them directly):**

If not present prior to the meeting, ask them to stay a few minutes after the meeting. Please do not take up a lot of their time.

a. Hold audits and have all the books and paperwork in their possession when performing the audit? YES____NO ____

Do they do the actual audit **OR** does the Treasurer? _____

b. Follow the "How to Do an Audit" Guidelines available from Department? YES_____NO_____

c. Does the #1 Trustee call the audit and send the completed audit to Department?

YES_____NO _____

If **NO**, give the position of the person who mails the audit _____

d. Read the Quarterly Audit and ensure it is acted upon at the meeting? YES_____ NO _____

e. Do the Trustees get the bills from Conductor/Conductress, sign them for approval or reject the bills and make or give a report under REPORT OF TRUSTEES in the meeting?

YES_____NO _____

21. Have Chairmen been appointed to correspond with ALL National and Department Programs?

YES_____NO _____

If no, what programs are lacking a chairman and why? _____

_____

_____

22. Did the Auxiliary President have his or her Chairmen promote Programs or talk about Program projects involving the members? YES_____ NO _____

23. Is the Auxiliary participating in reporting on Programs? YES_____NO _____

24. Do you consider this Auxiliary to be in good working order? YES_____NO _____

Why or why not?_____

_____

_____

25. List any questions or concerns that arose during the visit for which our Department needs to respond that will help or encourage this Auxiliary._____

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I Certify I have visited the Auxiliary listed above_____

(Signature of District President/Visiting Officer)

THE RECORDS OF THE SECRETARY AND TREASURER
MUST BE SIGNED BY THE VISITING OFFICER

Three copies are needed:

- One copy for the Auxiliary President
- One copy for the District President
- One copy for the Department President to be sent within seven (7) days after the visit date

SCAN or Mail to:

Kathy Wright
VFW Department of Florida Auxiliary President
5867 111th Street
Jacksonville, FL. 32244
Kathy_wright@bellsouth.net

SCAN or Date mailed to Department President _____