

## **RECOMMENDATIONS TO ASSIST YOU WITH YOUR INSPECTIONS**

### **1. Purchase an expandable file folder from Staples, Office Depot, Office Max or local supplier.**

**Label the files that you insert as follows, (COPIES OF):**

**POST BYLAWS**

**ARTICLES OF INCORPORATION**

**ELECTION REPORT**

**PROOF OF ELGIBILITY OF ELECTED OFFICERS**

**APPROVED AUDITS (for the calendar year)**

**BOND Application (dated and noted with a check number)**

**IRS & 990 (FILE YOUR IRS EIN AUTHORIZATION LETTER IN THIS SLOT ALSO)**

**PROPERTY DEEDS**

**INSURANCE POLICIES**

### **2. In addition to this folder purchase two three ring notebooks also.**

**LABLE ONE AS "ADJUTANT"**

**DIVIDE AND LABLE SECTIONS AS FOLLOWS:**

**APPROVED MINUTES"**

File the minutes (incl. Attachments QM Report/membership/new members report) of your GM meetings in this notebook, and after they are read and approved, have the Commander and Adjutant sign and date the document. Keep these records readily available at the post and store them with your files at the end of the year.

**GENERAL ORDERS**

**CORRESPONDENCE**

### **3. LABLE THE OTHER ONE "QUARTERMASTERS REPORT"**

**DIVIDE THE NOTEBOOK INTO THE FOLLOWING SECTIONS:**

**BANK STATEMENTS (IF MORE THAN ONE ACCOUNT MAKE A SECTION FOR EACH BANK QUARTERMASTERS REPORT.**

(Have the trustees review and initial prior to reading report at meeting. After the report is read, corrected and approved, the Quartermaster and Commander should sign the minutes)

**DUES RESERVE FUND**

**RELIEF FUND**

**BUILDING FUND/SAVINGS (THIS COULD ALSO BE USE TO KEEP A COPY OF CURRENT CD'S.**

Comrades this will take a little time to organize, however, when it is complete your inspection's will be simpler and you will have instant access to any questions concerning the operation of you post.

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