

PART I

GRAND POST REPRESENTATIVE'S INSPECTION REPORT

Post Name		Post No.		Date of Charter				
Name of Commander:			Masonic Title:			RW	W	Bro
Address								
City		State	NY	Zip		Telephone		
E-mail Address:								
Name of Grand Post Representative:			Masonic Title:			RW	W	Bro
Address								
City		State	NY	Zip		Telephone		
E-mail Address:								
Has the Post a Regular Place for Meetings?			Yes	No	Meeting Frequency?			
Describe Meeting Place: Lodge Room:			Yes	No	Other			
Number of Members with Complete MWV Uniforms:					Caps, Aprons & Gloves			
Number Available for Color Guard Duty?			Lodge Presentations		Ceremonial Parades			
Remarks:								
Describe General Welfare Activities engaged in by the Post Membership:								
Location of nearest Veterans Hospital:								
Are the Prescribed Opening & Closing Ceremonies observed at every Assembly?						Yes	No	
Are all Newly Initiated Post Members duly Obligated?						Yes	No	
How frequently is the complete Degree Ritual given?								
General Remarks:								

PART II

FINANCES

1.	Are completed Financial Records available?	Yes		No		Date of last Audit?	
2.	Does Bank Balance check with Post Balance?	Yes		No			
3.	How frequently does the Post audit the accounts?	Annually		Other			
4.	How are expenditures authorized?						
5.	Is the Finance Officer (Treasurer) bonded?	Yes		No			
6.	Are funds kept in Bank in the name of the Post	Yes		No			
7.	Who signs the checks?						
8.	How many signatures are required?						
9.	Are Books of the Account open to the Post Membership?	Yes		No			
10.	Are books properly kept up to date?	Yes		No			
11.	Does Check (or Deposit) Book balance with last Bank Statement	Yes		No			
12.	Is date of last Audit made of Records in Books?	Yes		No			
13.	Is Audit signed by Auditing Authority?	Yes		No			
14.	Does Membership Card Book check with Post receipts?	Yes		No			
15.	Has State Per Capita Tax been paid in Accordance with Item #14?	Yes		No			
16.	Has Grand Post Tax on members initiated during the past Year been paid?	Yes		No			
17.	What is present membership of the Post?						
18.	Number of members excused payment of Post dues?						
19.	Total Membership in Good Standing?						
20.	General Remarks:						

PART III
ADJUTANT'S RECORDS

1.	Does Adjutant have a membership address list?	Yes	No
2.	Has a copy been forwarded to the Adjutant General of Grand Post?	Yes	No
3.	Are Minutes kept of each Meeting?	Yes	No
4.	Describe Record Keeping systems:	Manual	Yes
		No	PC
	Other comments:		
5.	Does Adjutant have a physical inventory of all Post properties?	Yes	No
6.	Does the Post own a United States Standard for Ceremonial occasions?	Yes	No
7.	Does the Post own a Masonic War Veteran Post Banner?	Yes	No
8.	Describe other Assets, such as bugle, harness, etc.		
9.	Does the Post carry any insurance or liability coverage:	Yes	No
	If yes, explain:		
10.	What suggestions can you offer for the advancement of the Masonic War Veterans organization and the increase of its usefulness:		

Date: _____

Signature: _____