



# CARAVAN CHECK LIST

Post Name

District  Time Arrived  Time Departed

## CHARTER

Charter Posted

Supplemental Charter

## Post Constitution

Last Changes Dated

Department Approval

## Finance

Employer Identification Number:

Do you file the Form 990?

Location of Financial Files

Do you file the Form 990-EZ?

Finance Officer on ALL accounts

Do you file the Form 990-N?

Two Signatures on ALL accounts

Do you file the Form 990-T on Unrelated

Deposits made in timely manner

Business Income Tax (UBIT)

Budget Approved @ General Meeting

Does Post use a CPA

Annual Post Audit

Own Post Home/Property

Insurance on Post (Current & Adequate)

**Insurance Company and Phone Number.**

## Outstanding Debts on Post Home/Property

## Tax Withheld on Paid employees

Please return to:

**The Department Of Georgia Headquarters**  
 3035 Mount Zion Rd,  
 Stockbridge, GA 30281 • (678) 289-8446

## Administration

Copy of deed/loan/lease on file.

Where is it filed

Bonding

Who is bonded

Business License Posted

Beer/Wine/Liquor Licenses Posted

Guest Book

Bingo Workers Posted.

House Rules Posted

Finance Statement attached to minutes

Minutes available (Exec Com/GM).

Processed in Timely Manner

Membership Roster/Cards available

Address/Telephone # Correct For Post Commander

Address/Telephone# Correct For Post Adjutant

Meeting Day and Time Correct

Incorporation filed with State

## National Commander Visit

(How many to attend?)

## How many from Post attend the following:

District Meetings

Fall Conference

Spring Conference

Department Convention

National Convention

Questions:

## Information/Forms needed from Department