

CARAVAN CHECK LIST

Post Name _____ District _____ Time Arrived _____ Time Departed _____

Charter

Posted _____

Supplemental charter _____

Finance Employer Identification Number: _____

Do you file the Form 990? _____

Do you file the Form 990-EZ? _____

Do you file the Form 990-N? _____

Do you file the Form 990-T on Unrelated

Business Income Tax (UBIT) _____

Does Post use a CPA _____

Own Post Home/Property _____

Insurance Company and Phone Number _____

Outstanding Debts on Post Home/Property _____

Administration

Copy of deed/loan/lease on file _____

Bonding _____

Business License Posted _____

Guest Book _____

House Rules Posted _____

Minutes available (Exec Com/GM) _____

Membership Roster/Cards available _____

Address/Telephone # Correct For Post Commander

Meeting Day and Time Correct _____

National Commander Visit (January 27-29, 2011) (How many to attend?)

1/27 Post 3, Macon 6 pm _____

1/28 Post 233, Loganville 11:30 am _____

1/28 Post 145, Douglasville 6 pm _____

How many from Post attend the following:

District Meetings _____ Fall Conference _____ Spring Conference _____ Department Convention _____

Questions: _____

Information/Forms needed from Department: _____

Post Constitution

Last Changes Dated _____

Department Approval _____

Location of Financial Files _____

Finance Officer on ALL accounts _____

Two Signatures on ALL accounts _____

Deposits made in timely manner _____

Budget Approved @ General Meeting _____

Annual Post Audit _____

Insurance on Post (Current & Adequate) _____

Tax Withheld on Paid employees _____

Where is it filed _____

Who is bonded _____

Beer/Wine/Liquor Licenses Posted _____

Bingo Workers Posted _____

Finance Statement attached to minutes _____

Processed in Timely Manner _____

Address/Telephone # Correct For Post Adjutant _____

Incorporation filed with state _____