

NEW HAMPSHIRE VFW POST BUSINESS OPERATIONS INSPECTION FORM

POST #	DISTRICT #	LOCATION	INSPECTION DATE
CANTEEN/CLUBROOM OPERATIONS			
New Hampshire Liquor Commission license/permit #:		Expiration Date:	
		Type of License:	
New Hampshire Liquor Commission license/permit #:		Expiration Date:	
		Type of License:	
New Hampshire Liquor Commission license/permit #:		Expiration Date:	
		Type of License:	
Name of Canteen Manager:		Name of House/Canteen Chair	
BINGO OPERATIONS			
New Hampshire Lottery Commission License #:		Expiration Date:	
Name of Bingo Chair?		Does the Post participate in unit Bingo?	
Are all workers registered?		Date last quarterly report filed with Lottery Commission?	
Total amount of prizes last quarter?		Total amount of donations last quarter?	
LUCKY 7/KENO			
Lucky 7 License #		Date Expires	
KENO LICENSE #		Date Expire	
WORKFORCE			
Post Employer Identification Number (EIN):		Does the Post have 1099 Contract Labor Employees?	
Does the Post have on file an Immigration & Naturalization Form I-9 for each employee?		Does the Post have an Internal Revenue Service Form W-4 for each employee?	
Date of last Internal Revenue Service (IRS) 941 Deposit?		Amount of Last Deposit?	
Date of last New Hampshire Workforce Commission State Unemployment Tax?		Total Amount Paid?	
Date of last Internal Revenue Service (IRS) form 940 payment?		Total amount paid?	

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Date of Last 990 filed with Internal Revenue Service (IRS)	
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FUNDRAISING ACTIVITIES

Buddy Poppies <div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y</div><div><input type="checkbox"/> N</div></div>	Tournaments (Golf, Pool, dart, etc.) <div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y</div><div><input type="checkbox"/> N</div></div>	Hall Rentals <div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y</div><div><input type="checkbox"/> N</div></div>	Karaoke <div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y</div><div><input type="checkbox"/> N</div></div>
Dances <div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y</div><div><input type="checkbox"/> N</div></div>	Live or recorded music <div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y</div><div><input type="checkbox"/> N</div></div>	Food/beverage events <div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y</div><div><input type="checkbox"/> N</div></div>	Kitchen Rentals <div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y</div><div><input type="checkbox"/> N</div></div>
Commercial Kitchen <div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y</div><div><input type="checkbox"/> N</div></div>	New Hampshire Department of Health permit #		Expiration date:
Pool Tables <div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y</div><div><input type="checkbox"/> N</div></div>	Vendor		Shuffleboard <div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y</div><div><input type="checkbox"/> N</div></div>
Vendor		Vendor	
Juke Box <div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y</div><div><input type="checkbox"/> N</div></div>	Vendor		Darts <div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y</div><div><input type="checkbox"/> N</div></div>
Vendor		Vendor	
Video EBOTS <div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y</div><div><input type="checkbox"/> N</div></div>	Vendor		Sweepstakes <div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y</div><div><input type="checkbox"/> N</div></div>
Vendor		Vendor	

REGULATROY FEES AND TAXES

New Hampshire Meals and Rooms Tax #:	Date of Issue?	Payments are made? <div style="display: flex; justify-content: space-around;"> Monthly Quarterly Annually </div>
Date of Last Payment?	Amount of last payment?	
American Society of Composers, Authors and Publishers (ASCAP) & BMI International (BMI) for any of the following: (Juke Box, Live Music, Disc Jockey Services, Audio Systems, Karaoke, etc.)		
Date of last payment?	Amount of last payment?	

Inspector Comments

POST COMMANDER: _____

INSPECTOR: _____

The Inspector shall provide a copy of each inspection to the Post Commander, District Commander and State Inspector. **POST WILL PRESENT TO MEMBERSHIP AT NEXT REGULAR MEETING AND MAINTAIN IN POST FILE AS A PERMAMENT RECORD**

INSTRUCTIONS FOR COMPLETING THE POST BUSINESS OPERATIONS INSPECTION REPORT

Make every effort to answer each question accurately and completely. Some questions require dollar amounts or dates to be inserted.

The purpose of the Inspection Report is to provide the State Commander and the State Inspector with a factual report on the operating condition of the Post.

CANTEEN/CLUBROOM OPERATIONS

1. List the New Hampshire Liquor Commission License Number and expiration date from the posted license. Most Posts will only have one license, there are Posts that have two or more and those need to be listed as well.
2. Name of Canteen Manager and name of House or Canteen Committee Chairman.

BINGO OPERATIONS

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1. List the New Hampshire Lottery Commission License Number and expiration date from the Posted license if the Post conducts Bingo Operations.
 2. Name of Bingo Chair, participation in unit Bingo and all workers registered are self-explanatory.
 3. List date of last quarterly report filed with Lottery Commission by looking at the report that was filed.
 4. List total amount of prizes and donations from this report.

WORKFORCE

1. List the Post Federal Employer Identification Number (EIN or FEIN) from the IRS document that assigned the Post the number or recent 990.
2. List the Post response to 1099 Contract Labor as a yes or no as well as the questions on the INS Form I-9 and IRS Form W-4.
3. List date and amount of last IRS 941 Deposit by looking at the Deposit Receipt.
4. List date of the last TWC payment and amount by looking at the receipt or check stub.

FUNDRAISING ACTIVITIES

1. Answer Yes or No to each section by circling the answer given to you by the Post Commander or Post Quartermaster.
2. If the Post has a Commercial Kitchen, then list the New Hampshire Department of Health Permit Number and expiration date.
3. For those questions that ask for a vendor list the name of the vendor for the item, if the Post owns the item then list Post as the vendor.

REGULATORY FEES AND TAXES

1. List the New Hampshire Room and Meals Number from the posted document and its date of issue.
2. Circle how often state sales tax is paid by the Post.
3. List the Date of last payment and amount from the Room and Meals report filed by the Post.
4. Inspector Comments is where the Inspector will list any additional items of concern, recommendation, etc. that he or she feels is warranted from the inspection that the State Inspector and State Commander should know about.
5. Inspector and Post Commander signatures are required, a copy should be left with the Post and the original sent to Department Headquarters by mail, fax, or email attention State Inspector.