

VFW DEPARTMENT OF NORTH CAROLINA
 CANTEEN INSPECTION REPORT: 13-14.3
 REF: Dept. of NC Canteen SOP, June 2012, as amended June 2013

House Committee Chair, Canteen Manager, and QM must ALL be present for a valid inspection

District: _____, Post # _____, Location: _____, Date _____

1. Was the \$50 Canteen Fee paid for the current VFW year? YES NO
If "no", the Canteen Manager will make out a check to the Department and provide a stamped and properly addressed envelope before the inspection continues!
2. Are: the ABC Beverage Control Laws of NC; ABC Commission Rules, Title 4 NS Code; and the ABC Retail Guide, ALL available to the Canteen Manager and the House Committee members? YES NO
3. Are ABC Permits posted in the Canteen and clearly visible to canteen patrons and inspectors?
 Enter one (1) Permit Number (i.e. MB1244 or 09234J) _____ YES NO
4. Are the Canteen By-Laws / House Rules prominently posted IN THE CANTEEN? YES NO
5. Are the current alphabetical rosters of all paid up Post and auxiliary members available to bartenders? YES NO
6. Is there a Visitor Sign-In Register for non-member guests of a member and is it being used? YES NO
7. Is the Canteen maintaining an up-to-date Cash Ledger? YES NO
8. Is there a Canteen Checking Account, separate from the QM's Post's General Account? YES NO
9. Does the Canteen account have a ceiling amount, above which the excess funds are turned over to the QM Monthly, and if so, it is \$_____? YES NO
10. Is the Canteen account used only for Canteen supplies and expenses? YES NO
11. Are all Alcoholic beverages purchased from Authorized Wholesalers? YES NO
12. Are all purchases of resale items documented by receipts which are filed for easy reference? YES NO
13. Do available records reflect that the canteen fund is balanced to monthly Bank Statements? YES NO
14. Do inventory records reflect that bar stocks and supplies are being inventoried at least monthly? YES NO
15. Does the Post QM have access to the Canteen records and checking account? YES NO
16. Is a monthly Canteen Profit and Loss Statement provided to the General Membership?
ATTACH A COPY OF THE MOST CURRENT P&L STATEMENT TO THIS INSPECTION YES NO
17. If there is a petty cash account, does it have a control ledger and retained receipts? N/A YES NO
18. Is there a separate Canteen safe accessible only to canteen staff, the Canteen Mgr. and the QM? YES NO
19. Do the bartenders have an established ceiling amount (float) of cash to start each shift?
 What is the amount? \$_____ YES NO
20. Are Daily Activity Reports (DAR) being completed by each bartender at shift's end and kept on file? YES NO
21. At the end of the work shift are the DAR, the bartender's total funds, and the register tape, placed in and envelope, or a separate container and secured in the canteen safe IAW a set procedure? YES NO

22. Are all the Bartenders either *bonded* or covered by the *dishonesty clause* in the Post Insurance policy?

If Bonded, what is the value of the bond, \$_____.

PRINT the name of the firm who issued the Bond, _____

If covered by an insurance policy, with a dishonesty clause, PRINT the POLICY #, and name of the insurance company, _____ and the effective dates of the policy: _____

23. IF NOT COVERED BY AN INSURANCE DISHONESTY CLAUSE, The Bartenders & Canteen Manager must be bonded for **more than twice** the amount of money they normally handled!

What was the value of the most recent canteen account bank statement? \$ _____

What was the closing amount in last month's cash ledger \$ _____

What was the closing amount in Last month's Canteen petty cash fund, if any? \$ _____

What is the sum of these two figures? = \$ _____

What is double this amount? X2 \$ _____

Is the Canteen Manager's Bond larger than this amount?

| | |
|-----|----|
| YES | NO |
|-----|----|

EMPLOYMENT

1. Are Canteen payrolls and/or contractors paid out of the Post General Funds or the Canteen Fund? Circle one

2. Does the Canteen have: Employees, Contract Labor, or Both? Circle one

3. Are time sheets or time cards being used, (Circle which one) and are they retained on file?

| | |
|-----|----|
| YES | NO |
|-----|----|

4. Are there separate payroll folders for each employee or contract laborer?

| | |
|-----|----|
| YES | NO |
|-----|----|

Do **employee's** folders contain:

A record copy of an IRS FORM W-4 documenting withholding choices,

An IRS FORM W-2 documenting monies withheld for last year? N/A

A record of hours worked, taxes withheld and net payments rendered? *

| | |
|-----|----|
| YES | NO |
| YES | NO |
| YES | NO |

Do **contract laborer's** folders contain:

A record copy of the contractor's IRS Form 1099-MISC for last year? N/A

A copy of the laborer's contract?

A record of assignments and payments' ledger*

| | |
|-----|----|
| YES | NO |
| YES | NO |
| YES | NO |

* Payroll and Contract payments may be retained in automated payroll or accounts payable records rather than in the individual folders.

Inspector

Canteen Manager

House Comm. Chair

Post Quartermaster

PRINTED Name: _____

SIGNATURE: _____

To be a legitimate Inspection, ALL four Canteen Officials (above) MUST have attended. Inspections should be scheduled when each of these for are available! If any are missing, explain why, below.

LEGIBLE ADDITIONAL COMMENTS: _____