

# TEXAS VFW POST BUSINESS OPERATIONS INSPECTION FORM

| POST #   | DISTRICT # | LOCATION   | INSPECTION DATE |
|--|------------|--|-----------------|
|  |            |  |                 |
| <b>CANTEEN/CLUBROOM OPERATIONS</b>   |            |  |                 |
| Texas Alcohol and Beverage Commission (TABC) license/permit #:                         |            | Expiration Date:   |                 |
|  |            | Type of License:   |                 |
| Texas Alcohol and Beverage Commission (TABC) license/permit #:                         |            | Expiration Date:   |                 |
|  |            | Type of License:   |                 |
| Texas Alcohol and Beverage Commission (TABC) license/permit #:                         |            | Expiration Date:   |                 |
|  |            | Type of License:   |                 |
| Name of Canteen Manager:   |            | Name of House/Canteen Chair  |                 |
| <b>BINGO OPERATIONS</b>  |            |  |                 |
| Texas 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?                                    |                 |
| <b>WORKFORCE</b>   |            |  |                 |
| 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 Texas 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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## FUNDRAISING ACTIVITIES

|   |   |   |  |
|---|---|---|--|
| Buddy Poppies<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div>      | Tournaments (Golf, Pool, dart, etc.)<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div> | Hall Rentals<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div>         | Karaoke<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div>         |
| Dances<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div>             | Live or recorded music<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div>               | Food/beverage events<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div> | Kitchen Rentals<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div> |
| Commercial Kitchen<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div> | Texas Department of Health permit #   |   | Expiration date:   |
| Housing Rentals<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div>    | RV Spot Rentals<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div>                      | Thrift/Variety Store<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div> | Flea Markets<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div>    |
| Pool Tables<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div>        | Vendor  |   | Shuffleboard<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div>    |
| Juke Box<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div>           | Vendor  |   | Vendor   |
| Eight Liners<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div>       | Vendor  |   | Darts<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div>           |
| Video Poker<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div>        | Vendor  |   | Sweepstakes<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div>     |
|   | Video/Pin Ball<br><div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Y <input type="checkbox"/> N</div></div>                       |   | Vendor   |

## REGULATORY FEES AND TAXES

|  |                         |   |
|--|-------------------------|---|
| Texas Sales and Use Tax #:   | Date of Issue?          | Payments are made?<br><div style="display: flex; justify-content: space-around;"> <span>Monthly</span> <span>Quarterly</span> <span>Annually</span> </div>  |
| Date of Last Payment?  | Amount of last payment? |   |
| Date of last TABC Mixed Beverage Sales Tax Payment?  | Amount of last payment? |   |
| Date of Last TABC Mixed Beverage Gross Receipts Tax 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: _____<br><br>INSPECTOR: _____  |                         | The Inspector shall provide a copy of each inspection to the Post Commander, District Commander and State Inspector. <b>POST WILL PRESENT TO MEMBERSHIP AT NEXT REGULAR MEETING AND MAINTAIN IN POST FILE AS A PERMANENT RECORD</b> |

## **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 Texas Alcohol and Beverage Commission (TABC) license Number and expiration date from the posted TABC 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**

1. List the Texas 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 Texas 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.

## **INSTRUCTIONS FOR COMPLETING THE POST BUSINESS OPERATIONS INSPECTION REPORT**

### **REGULATORY FEES AND TAXES**

1. List the Texas Sales and Use Tax 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 Sales and Use Tax report filed by the Post.
4. As of Jan. 1, 2014, a mixed beverage sales tax is imposed on each mixed beverage (distilled spirits, beer, ale and wine) sold, prepared or served by a mixed beverage permittee in Texas. Mixed beverage sales tax is also due on each nonalcoholic beverage and on ice sold, prepared or served to be mixed with an alcoholic beverage and consumed on the premises of the mixed beverage permittee. The mixed beverage sales tax is in addition to mixed beverage gross receipts tax imposed on the mixed beverage permittee. List the date and amount of this tax from the last report.
5. A gross receipts tax is imposed on the amount received from the sale, preparation or service of mixed beverages and from the sale, preparation or service of ice or nonalcoholic beverages that are sold, prepared or served for the purpose of being mixed with an alcoholic beverage and consumed on the premises of the mixed beverage permittee. The mixed beverage gross receipts tax is in addition to the mixed beverage sales tax imposed on the sale or service of alcoholic beverages, ice or mixers. List the date and amount of this tax from the last report.
6. List the last date and amount of all BMI and ASCAP Payments that the Post has made.
7. 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.
8. 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.

### **Mail**

Texas VFW  
P.O. Box 14468  
Austin, Texas 78761  
Attn: State Inspector

### **Fax**

(512) 834-9232

### **E-Mail**

reports@texasvfw.org