



**Department of Maine
VFW Accountable Officers Bond**



This bond is written in consideration of the safeguards with Section 218, Manual of Procedure for the handling of funds. Section 218 provides that any negligence on the part of the Commander and Trustees shall make them individually and collectively liable with any others for any discrepancies. Every Unit should require that the Quartermaster deposit all moneys coming into their possession in the exact form in which they are received. **THE QUARTERMASTER SHOULD WELCOME A THOROUGH AUDIT FOR HIS/HER OWN PROTECTION.**

In connection with the quarterly audit performed by the Trustees, the following minimal procedures are recommended:

1. The Trustees should obtain the bank statement directly from the bank and reconcile the account themselves.
2. Amounts shown on the audit report should be obtained from, or agree to the financial records of the Quartermaster, by the Trustees.
3. Both the audit report and the financial records should be verified mathematically by the Trustees. The beginning balances shown on the current audit report should be agreed to, the ending balances as shown on the previous report. Deposits shown on the financial records should be compared and agreed to deposits shown on the bank statement. Checks returned by the banks should be compared, as to amount and payee, with financial reports during the process of bank reconciliation.

In the event of defalcation, the exact amount of the shortage must be proven. Your Department Quartermaster should be notified immediately and furnished with a certified copy of the audit showing in detail receipts, disbursements, and the amount of the shortage. The bonding Company requires that we handle our affairs in a business like way, and there is a time limit for both reporting a defalcation and for determining the extent thereof, after which time the liability of the Company ceases.

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COVERAGES OF THE POLICY REQUIRES THAT:

1. You agree to make/or cause to be made, at least annually, an audit of your books and accounts, including complete verification of all securities and bank balances pertaining to each "employee". If the above is not complied with, the Surety Company will refuse to honor claim of missing funds which cannot be proven by records. Monthly audits and reconciliation of bank statements may avoid this denial of claim.
2. The surety Company will not pay for loss resulting from any unauthorized advances made by an "employee" to any member for delinquent dues and assessments.
3. "Employee" means any duly elected position, as listed on policy schedule.

THIS BOND IS ONLY FOR YEAR SEPTEMBER 1, 2016 TO AUGUST 31, 2017

The funds of your Post are protected only for that year. Premium for the following year will be due September 1, 2016.

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**RETURN THIS SECTION WITH YOUR CHECK TO THE
DEPARTMENT QUARTERMASTER
APPLICATION FOR VFW OFFICERS BOND Sept 1, 2016 to August 31, 2017**

(Give Name, Number and Location of Post)

TO: Department Quartermaster - David D. Williams
PO Box 56, Rumford, ME 04276

Date: _____

I hereby apply for bond in the principal sum of \$ _____ for the Quartermaster of the above unit for the fiscal Year September 1, 2016 to August 31, 2017. Premium in the amount of \$ _____ is herewith enclosed.

(Commander, Quartermaster Signature)

(Address)

BOND RATES ARE \$ 4.25 up to 25,000 & \$ 3.25 over 25,000	
\$ 3,000 Bond x \$ 4.25 = \$ 12.75	\$ 5,000 Bond x \$ 4.25 = \$ 21.25
\$ 10,000 Bond \$ 4.25 x 10 = \$ 42.50	\$ 26,000 Bond \$ 3.25 x 26 = \$ 84.50



DEPARTMENT HEADQUARTERS
Veterans of Foreign Wars of the United States
 TRAVELERS CASUALTY & SURETY COMPANY OF AMERICA



Dear Comrade Commander:

Application for VFW Accountable Officers Crime Coverage

August 1, 2016

One of the most important communications you will receive during the year concerns the bond of your Unit Quartermaster. Section 703 of our National By-Laws requires that each accountable officer shall be bonded with an Indemnity Company as surety and the By-Laws places the responsibility for adequate bonding upon the Commander of the post. In any business it is customary to bond any officer handling funds. **THE BOOKS AND RECORDS OF THE ACCOUNTABLE OFFICER MUST BE AUDITED AT LEAST QUARTERLY BY THE TRUSTEES. THIS IS TO COMPLY WITH SECTION 218 OF THE NATIONAL MANUAL OF PROCEDURES.**

The Department Headquarters carries a schedule bond for the bonding of Department and Post Accountable Officers. This bond runs for a year – from September 1 to August 31 – and premium payments are made on that basis. All bonds expire on August 31 and the premium for the new year is due on September 1.

Any unit may decide whether it prefers to take out a bond with some other surety company or have its funds protected by the Department Headquarters schedule bond. But the matter should be given prompt attention because if your Accountable Officer had previously been bonded through the National Headquarters, a new premium payment is required on September 1, 2016.

To take advantage of Department coverage, all you have to do is determine what amount of bond is necessary, fill out and detach the application below and mail it with a check for the annual premium to your Department Quartermaster.

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1. You agree to make/or cause to be made, at least annually, an audit of your books and accounts, including complete verification of all securities and bank balances pertaining to each “employee”.
 If the above is not complied with, the Surety Company will refuse to honor claim of missing funds which cannot be proven by records. Monthly audits and reconciliation of bank statements may avoid this denial of claim.
2. The Surety Company will not pay for loss resulting from any unauthorized advances made by an “employee” to any member for delinquent dues and assessments.
3. “Employee” means any duly elected position, as listed in the policy schedule.
4. **POST MUST SUBMIT A PROOF OF LOSS FORM WITHIN 120 DAYS FROM THE FIRST DATE OF DISCOVERY OF THE LOSS. Proof of loss resulting from dishonest acts on the part of the bonded officer is required in settlement of claims.**

THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2016 TO AUGUST 31, 2017

The funds of your Post are protected only for that year. Premium for the following year will be due September 1, 2017.

DETACH AND RETURN THIS SECTION WITH YOUR PREMIUM CHECK TO YOUR DEPARTMENT HEADQUARTERS

_____.
 Give Name, Number, and Location of Post

I hereby apply for A1. Employee/Volunteer Theft (Surety Bond) in the amount of \$ _____. for the position
 of _____. For the fiscal year from September 1, 2016 through August 31, 2017.

Number of Persons Bonded: 1 Number of Locations: 1 **Post Annual Revenue:** \$ _____. Dated : _____.

Has the post had any bond losses over the past three years? _____.
 If Yes, provide a description with date and amount of loss on a separate sheet.

 Commander Signature

 Phone Number

 Street Address and City