



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

THIS RECEIPT IS EVIDENCE THAT YOUR ACCOUNTABLE OFFICER AS LISTED BELOW IS BONDED THROUGH DEPARTMENT HEADQUARTERS. RETAIN THIS WITH YOUR RECORDS AND HAND IT OVER TO YOUR SUCCESSOR IF ANY CHANGE IS MADE IN THE POSITION BEFORE AUGUST 31, 2019.

Department of \_\_\_\_\_  
Veterans of Foreign Wars of the U.S.

\_\_\_\_\_  
(Date)

*This Certifies* that the \_\_\_\_\_ of Veterans of Foreign Wars

\_\_\_\_\_  
Give Name, Number, and Location of Post

is carried on a bond obtained through the Department Headquarters in the principal sum of \$ \_\_\_\_\_  
**for the bond year September 1, 2018 to August 31, 2019 by payment of \$ \_\_\_\_\_**  
annual premium receipt of which is hereby acknowledged.

\_\_\_\_\_  
Department Quartermaster

**V.F.W. DEPARTMENT ACCOUNTABLE OFFICERS A1.EMPLOYEE/VOLUNTEER SURETY BOND**

This bond is written in consideration of the safeguards which Section 218, Manual of Procedure, requires 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 ACCOUNTABLE OFFICER SHOULD WELCOME A THOROUGH AUDIT FOR HIS 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 bank 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 businesslike way, and there is a time limit, 120 days from the first date of discovery of the loss, for both reporting a defalcation and for determining the extent thereof, after which time the liability of the Company ceases.**

**COVERAGES OF THE POLICY REQUIRE 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 THE YEAR SEPTEMBER 1, 2018 TO AUGUST 31, 2019**

**The funds of your Post are protected only for that year. Premium for the following year will be due September 1, 2019.**