

Instructions for Accountable Officer Bonds

- Rates for Accountable Officer Bonds: \$4.00 per thousand, with a minimum of \$3,000 bond

Complete the Accountable Officers Bond form

Use the current years' form only

- Complete the applicant's name, post number and post location
 - Write in the amount of bond you are applying for.
 - Write in the premium amount
 - Write in the position you are applying for, i.e. Quartermaster, Commander, Sr. Vice or Jr. Vice
 - Write in the District number
- Send the completed application to: **Department of Florida VFW, 543 NE Sanchez Ave, Ocala, FL 34470**, along with a check for the premium amount.

Payment must be included.

Incomplete applications will not be processed.



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, 2018

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 – premium payments are made on that basis. All bonds expire on August 31 and premium for 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 by September 1, 2018 and delinquent after this date.

IF BOND IS NOT RENEWED, TERMINATED, OR CANCELLED AT EXPIRATION DATE OF 9-1-2018, THE POST HAS ONLY 90 DAYS TO SUBMIT A PROOF OF LOSS FOR PRIOR TERM, AFTER 90 DAYS PRIOR COVERAGE 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 and/ or volunteer".

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, 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.

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

Give Post # and City Location _____

I hereby apply for A1. Employee/Volunteer Theft (Surety Bond) in the amount of \$ _____ for the position of _____ For the year from September 1, 2018 through August 31, 2019.

Number of Persons Bonded: 1 Number of Locations: 1 Post Annual Income: \$ _____ 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.

DEADLINE FOR BONDING IS SEPTEMBER 1, 2018 – AFTER THIS DATE YOU WILL BE DELIQUENT AND NOT IN COMPLIANCE WITH THE VFW BY-LAWS.

 Commander or Adjutant or Sr. Vice Signature

 Phone Number

 Street Address and City