



AMERICAN LEGION AUXILIARY
Department of Ohio, Inc.

MANDATORY !!!!!!!
Due DECEMBER 31, 2023
2023-2024 BONDING FORM



TO: Unit Treasurer and Unit Members
SUBJECT: Unit Bonding

The National Fidelity Bond covers all members and employees of the American Legion Auxiliary. Each Unit must pay \$6.00 for its' share of the bond premium. The fidelity bond covers loss through larceny, embezzlement, theft, forgery, misappropriation, willful misapplication or any other act of fraud. This bond does not cover loss, mysterious disappearance, or burglary. As soon as a loss is discovered, an audit must be conducted to establish proof of loss. All claims are to be reported to the Department Secretary within three months of discovery.

The following controls are recommended to help prevent losses and provide more reliable financial data:

1. Unit Bylaws should provide for a regular financial report from the Unit Treasurer.
2. Unit Bylaws should provide for an annual audit and specify how the audit is to be made.
3. Cash receipts must match the cash receipt entry in the ledger and the bank deposit.
4. Involve a second person in cash receipts processing.
5. Make certain cash receipts match the cash receipts entry and the actual bank deposit.
6. Pay all bills by check.
7. Issue receipts for all monies received.
8. Require countersignatures on all checks—NEVER pre-sign a blank check.
9. Someone independent of check processing should review bank statements, bank reconciliations, credit card statements, vendor addresses, etc.

Please detach and mail along with your Unit's check to:

AMERICAN LEGION AUXILIARY
DEPARTMENT OF OHIO, INC.
PO BOX 2760
ZANESVILLE OH 43702-2760
(740) 452-8245

Please enclose a separate check payable to: American Legion Auxiliary Dept. of Ohio
(Your canceled check will be your receipt.)

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Enclosed is \$6.00 payment of the **mandatory** premium due on the National Blanket Fidelity Bond for a
ONE-YEAR PERIOD—DUE DECEMBER 31, 2023

Year (s) 202_____ **Check #** _____ **Unit #** _____ **District #** _____

Unit Name

Sender's Name

Address

City State Zip

(Please disregard if bonding fee has been paid for the 2024 administrative year)