

## Jewish War Veterans Post Fidelity Bond Insurance



DATE: February 22, 2018

SUBJECT: **Annual Blanket Fidelity Bond 2018**

The Constitution and By-Laws of the Jewish War Veterans of the U.S.A. provides that there **MUST** be a blanket bond covering all officers of all echelons who handle or control organization funds. Constitutionally, the National JWV Fidelity Bond is mandatory. **If it is not paid, it will be deducted from annual dues.**

In compliance with such provisions, the National Insurance Committee of the JWV has extended for 1 year an annual blanket fidelity bond covering such officers in all echelons to the extent of \$25,000 with a \$5,000 deductible for each echelon.

**The premium cost is \$32.00 for each post, Department, and County Council.**

*Please pay upon receipt.* Payment is due no later than March 20, 2018.

### Important

**JWV National requires that your echelon do the following:**

- Maintain separate checking, savings, and investment banking accounts
- Accounts require 2 signatures
- Account statements sent to 3<sup>rd</sup> party, other than account signatories.

\_\_\_\_\_ I have enclosed payment of \$32.00 for a one year (2018) fidelity bond premium.

Name (Please print) \_\_\_\_\_

Which echelon are you paying for? If a post, list the number. If a Department or Council, list its name.

Post Number: \_\_\_\_\_ Department: \_\_\_\_\_

Council: \_\_\_\_\_ Date: \_\_\_\_\_

Please send your completed form and payment to:

Jewish War Veterans of the U.S.A.

Attn: Christy Turner

1811 R. Street, NW

Washington, DC 20009

**Make checks out to  
Jewish War Veterans of the USA**

\* Please see enclosed Financial Checklist.



## **POST FINANCIAL CHECKLIST**

- Protect checks—
  - Store checks in a secure area
  - Limit the number of check signers and bank accounts
  - Require two signatures on each check
  - Never pre-sign checks
  - Use pre-numbered checks
  - Watch for missing checks or checks used out of sequence
  - Do not make checks payable to cash
- Make timely bank deposits
- Document invoices and requests for payment
  - Mark invoices as paid and file them in a timely fashion
  - Do not pay a photocopied or altered invoice
  - The description of goods or services on an invoice should be clear and understandable
- Open and review the bank statements upon receipt
  - Bank statements should go to a 3<sup>rd</sup> party who does not sign post checks.
- Reconcile bank accounts monthly
- Prepare regular timely and complete financial statements for reporting by the quartermaster at each meeting
- Provide for an annual audit by trustees of the post who are not signatories on the bank account(s)