



AMERICAN LEGION AUXILIARY, Department of Texas
 PO Box 140407, Austin TX 78714-0407
 512-476-7278
 512-482-8391 Fax
 alatexas@txlegion.org
 www.alatexas.org

Blanket Fidelity Bond with Old Republic Surety Company

This will certify the above named Blanket Fidelity Bond insures the American Legion Auxiliary and their subordinate local Units within the territorial limits of the policy. The original of this policy is retained in the office of the National Treasurer.

The bond covers loss through larceny, embezzlement, theft, forgery, misappropriation, willful misapplication or any other act of fraud or dishonesty caused by any member/employee of the American Legion Auxiliary if that person's manifest interest is to cause the Auxiliary to sustain a loss and to enrich herself or another person.

THIS BOND DOES NOT COVER LOSS, MYSTERIOUS DISAPPEARANCE OR BURGLARY

Limits of coverage are:

All officers, members, and employees of Units and/or Districts - \$10,000
 Proof of loss must be submitted within four (4) months of discovery of such loss.
 A deductible of \$250 is in effect on all claims.

Article 1, Section 10 of the Department Bylaws states: Each Unit shall be bonded through Department Headquarters, said bond to be paid each year when newly elected officers are certified to Department Headquarters.

GIVE TO THE TREASURER FOR PAYMENT

Please fill out the information below. Enclose with a **\$7.00** check made payable to ALA Dept of Texas.

Unit# _____ Unit Location _____

Date of Check: _____ Check #: _____

Signature: _____

Office: _____

Address: _____

City: _____

Keep a copy for Unit file

Transmitted through
 Department Headquarters

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BOND INFORMATION (CONTINUED)

IDEALLY, we should work toward **preventing** such losses from ever occurring. The overall effect on the integrity and morale is more damaging than the loss of money.

The following controls will not only help prevent losses in the Units, but will provide more reliable financial data:

1. Bylaws should provide for a regular (monthly or quarterly) financial report from the treasurer.
2. Bylaws should provide for an annual audit and specify how such audit is to be made.
3. All bills should be paid by check.
4. Receipts should be issued for all monies received.
5. Requiring two (2) signatures on all checks is advisable, and **NEVER** pre-sign a blank check.

Discovery of a loss or of any occurrence which may give rise to a claim shall be reported as soon as practical to the Department Secretary, who will notify National Headquarters. The bonding company will then be notified.

The Department of Texas **MUST** pay National (**It is NOT OPTIONAL**) approximately \$1,900 per year for this coverage; therefore, your Unit's payment of the \$7.00 annual bond fee will be appreciated.

Lisa Ratliff
Department Secretary
Austin, TX
512-476-7278

Transmitted through
Department Headquarters