



Vietnam Veterans of America  
8719 Colesville Road, Suite 100  
Silver Spring, MD 20910

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

## APPLICATION FOR WAIVER OF BOND REQUIREMENTS

- I. Chapter/State Council Name: \_\_\_\_\_
- II. Mailing Address: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- III, Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

IV. Please answer the following questions completely and as accurately as possible.

A. Audit: What steps are taken by auditing committee to certify that the information contained within the annual financial report is true, correct, and complete?

\_\_\_\_\_

\_\_\_\_\_

B. Policy & Procedures. Is there a formal policy & procedures manual? Yes No  
If yes, please attach a copy. If no, please answer each question in detail.

Are request for travel submitted in writing including the name of the traveler, dates of travel, destination and purpose? If no, please explain in detail how your cash disbursements can be accurate or how the financial reports are accurate?

\_\_\_\_\_

\_\_\_\_\_

How many bank accounts are maintained by your chapter? \_\_\_\_\_

Are two signatures required for issuing checks? Yes No If not, why? \_\_\_\_\_

\_\_\_\_\_

Are any checks issued without an officer's signature?      No      Yes    If yes, why? \_\_\_\_\_

Are purchase orders required for expenditures over a certain dollar amount?

If yes, what amount?

If no, why not?

What dollar amount requires a receipt for payment to be made? If no receipt is required, why? \_\_\_\_\_

Are bank statements reconciled monthly?      Yes      No    If not, why? \_\_\_\_\_

Are incoming checks immediately stamped for deposit only?      Yes      No    If not, why? \_\_\_\_\_

Are all blank checks maintained under lock and key?      Yes      No    If not, how are blank checks protected?

Please list all sources of income. \_\_\_\_\_

is the total amount of chapter assets? \_\_\_\_\_

What was the largest balance in your account in the past 90 days? \_\_\_\_\_

**C. Record Retention.** The following records are permanent corporate documents.

Please explain how and where these records are secured.

Annual financial reports and tax records.

Receipts and disbursements records

Fixed assets and property records

Corporate minutes

Report submitted by: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Please list the name and telephone number of the following:

Chapter President : \_\_\_\_\_ Phone: \_\_\_\_\_

Chapter Treasurer: \_\_\_\_\_ Phone: \_\_\_\_\_