

**DEPARTMENT OF SOUTH DAKOTA
VETERANS OF FOREIGN WARS OF THE UNITED STATES**

General Orders #2

“Providing Top Cover”

August 1, 2018

1. **Audit Reports – Put This on Your Must Do List:** The quarter ended June 30, 2018. Post Commanders are reminded that it is their duty to ensure that Post Trustees comply with Section 218, page 74, Manual of Procedures – Duties of Trustees. This section states in part that the Audit Report shall be signed by the Post Commander and the three Post Trustees, who shall by their signatures, “certify to the accuracy of the information contained herein”. **The Audit Report is to be mailed to the Department Adjutant/Quartermaster as soon as possible.** Post Commanders, if you have complied with this section prior to the end of the month following the close of the quarter, thank you. **A Commander is not allowed to appoint an acting Trustee to fill in for a Trustee who is not present or to sign an audit report or any other document.**
2. **Hot Item: Bonds:** In compliance with Section 703, Page 39, National By-Laws, all Post Commanders are advised to have their Quartermaster bonded for a maximum amount of money usually in the treasury of the post at any time. Post Commanders are further reminded that old bonds expire August 31, 2018, regardless of when the bonds were ordered throughout the year. Bonds must be ordered through our State Headquarters, 3601 South Minnesota Avenue, Sioux Falls, SD 57105 by mandates of the 1974 Department Convention. The cost of Bonds is \$4.50 per \$1,000 coverage up to \$99,000 **with minimum coverage of \$3,000.** \$100,000 to \$349,000 is \$4.00 per \$1,000 and over \$349,000 is \$3.50 per \$1,000. **Special information** concerning Bonds has been mailed to all Post Commanders and Quartermasters with the main concern the due date is moved to September 1, 2018 and delinquent after this date.
3. **State Fair** - District and Post Commanders, make sure that you check out the State Fair schedule and information enclosed in this General Orders. **The schedule is different than what we have used in the past.**
4. Post Commanders and Quartermasters should comply with all orders set out under “Duties of Commander and Duties of Quartermasters” Section 218, page 72 and 73, Manual of Procedures. This Section specifically states that all annual dues and life membership fees received by the Post Quartermaster (Department and National) shall be forwarded to National Headquarters, Direct Dues Department, PO Box 119028, Kansas City, Missouri 64171, as prescribed in Section 104, page 10 of the By-Laws.
5. Post Commanders whose Posts operate Post Homes are ordered to comply with Section 709, page 40 and 41, By-Laws – Control of Units. Post Commanders are also directed to read Section 710, page 41 and 42, By-Laws – Inspection.
6. Members are reminded that their conduct in the Post Home should always be respectful. People are quick to criticize unbecoming conduct in the Post Home, which usually finds its way to outside sources and leads to disrespect of the Post. A person who is disrespectful of the Post Home should be removed from the premises so that others can enjoy the facilities without interruption. A poorly operated Post Home only tends to decrease the image of the VFW and negatively influences the Post membership.
7. Post Commanders and Post Hospital Chairmen are urged to insure **Hospital and Safety Reports** are submitted quarterly, four reports per year. Due in July, October, January & April. Report form may be downloaded via www.SDVFW.org.

8. Post Commanders and Post Community Service Chairmen are urged to insure the **Community Service Reports** are submitted quarterly, four reports per year Due in July, October, January & April. Report form may be downloaded via www.SDVFW.org.
9. **Veterans Day:** District and Post Commanders should appoint their 2018 Veterans Day Chairman. Commanders are urged to utilize all Patriotic organizations in your community to take part in the Veterans Day activities. In the event your community is not able to observe Veterans Day, join with a neighboring community and assist them in the observance of this important day. Remember, this is part of our Community Service and Americanism Programs.
10. Post Commanders are directed to appoint a Voice of Democracy Chairman and a Patriotic Pen Chairman. Urge your Auxiliary to appoint a Co-chairperson. These are **Post and Auxiliary "Must Programs"** for 2018 – 2019. Send the Chairman's name to Department Headquarters and the Department Chairman, Keith Blume P. O. Box 215, Custer, SD 57730 Home # 605-673-4143, Cell # 605-440-2331. E-Mail: krlume@goldenwest.net
11. It is hereby directed that all Post Commanders or Chairman of Post House Committees will not rent, lease or offer their facilities to any and all Non-American or subversive groups. If such is allowed, the Post involved will be jeopardizing their charters.
12. **Membership:** All life members who are reported deceased between **July 1, 2018 and August 31, 2018**, will be removed from the Post rolls and the Post's prior year membership count will be adjusted accordingly.
13. Post Chaplains are reminded to forward the name of each deceased comrade to the Post Quartermaster for reporting on line to National and also to the State Editor for the TAPS column of the OVERSEAS VETERAN. Reports should be sent to Dick Pickering, Editor, 404 Dogwood Street, Brandon, SD 57072. E-Mail: dickp.signs@gmail.com.
14. **Fall Council of Administration** of the Department of South Dakota, the Commanders and Auxiliary Homecoming, will be held at Cedar Shore Resort, Oacoma South Dakota on October 5th, 6th, & 7th, 2018. The schedule, registration and motel information are enclosed in this General Orders.
15. **Big 10 Conference:** Members are reminded that the Big 10 Conference will be held at the Hilton St. Louis Airport, 10330 National Bridge Rd. on October 19th–21st, 2018. Registration and Hotel forms call State Headquarters.
16. **Sending in Material for General Orders:** All Department Officers, State Chairman and anyone else that wants to publish information in the General Orders must submit the material to Department Headquarters or the Department Adjutant by no later than the 25th day of the month preceding the publication of the General Orders.
17. **District Commanders:** Please schedule your Fall District meeting ASAP between September 1 and October 31, 2018. Provide date, time and location to Department Headquarters by **August 25th** so we can publish in the September General Orders and ensure a Department Officer is available to inspect and report.
18. **Remember Posts** that have members that need the "Overseas Veteran" mailed to them, as proposed and approved at the State Convention, it is the POST'S responsibility to **print/mail** copies from the website.
19. State Headquarters information: Fax # is 1-605-332-0617. E-Mail is vfwsd@aol.com

OFFICIAL:

Darwin Tolzin
 Darwin Tolzin, Adjutant
 Department of South Dakota

BY ORDER OF:

Danny Frisby-Griffin
 Danny Frisby-Griffin, Commander
 Department of South Dakota

****Fall District meeting schedule to be in September General Orders****

2017 SD State Fair Schedule

- Aug 30th.....Dist. #7 Veterans Day @ the Fair
- Aug. 31st.....Dist. #6
- Sept. 1stDist. #4
- Sept 2ndDept. Council of Admin. (Dept. Surgeon Coordinator)
- Sept 3rdDist. #1

**Veterans of Foreign Wars Department of South Dakota
State Commander Danny Frisby-Griffin General Orders 08/2018**

Greeting Comrades,

Hopefully you were following along with the Department of SD VFW and Auxiliary activities at the 119th Annual National VFW Convention in KC. I'm just so proud of the department's representation this year with 29 delegates providing us a voting strength of a 140 members. I hope all attendees had as much fun as I did and will attend future national conventions. Trace Adkins put on one heck of a welcome to the convention concert. I was excited to watch our All American Post Commanders Sean and Diane, District Commander Colin and Department Commander Rick receive their new covers and pins! Just so special to be part of their celebration and recognition of their steadfast support to the veterans of SD.

Posts and Districts will need to ensure they get the 2018-2019 National By-Laws and Rituals manual because there are a lot of important changes coming down for example the ability to fund raise via social media, electronic meetings (make sure your post and district by-laws have this flexibility) and property may be jointly held or in common with a congressionally chartered veterans organization.

We need to continue working your membership activities. Hopefully you've had time to read both the 2018-2019 [National](#) and [SD Membership](#) Plans. If you need ideas for membership round ups...why not count the SD State Fair, Sturgis Rally support as one of your activities. The Department is using them for credit. Hey, do you have any gun shows coming to town, talk with Darwin and we'll help you coordinate with National to help fund the vendor fee. Make sure you checkout this link to track your [All State qualification criteria](#). This year you'll be able to track how you're doing during the year and if something seems off you can get answers early.

We're wrapping up the 2018 SD VFW Youth Baseball State Tournament season with just two state tournaments left out of the 22 tournaments we hold during these 4 weeks of summer. We actually increased our teams by 2 over last year with 147 teams participating in the 4 age divisions and 2 classes. We handed out over 1600 new SD VFW patches and required every 14U and 16U team to have them on their uniforms to play in our season. We impacted 2164 players through our program teaching patriotism, respect and sportsmanship.

VFW Baseball is on our home page: <https://www.sdvfwbbaseball.com/home>

The Department is looking forward to being your host for the 2018 Department of SD VFW Fall Council and School of Instruction at the Cedar Shores Resort in Oacoma. Be on the lookout for the First Time Attendee Awards....

Thanks again for your support and I look forward to hearing from you.

State Commander, Danny “Wham-O” Frisby-Griffin
Danny.frisby-griffin@outlook.com

South Dakota Senior Vice Commander
General Orders #2

Hello, Fellow VFW Members:

I hope you are well and enjoying your summer and staying cool. I was honored to spend a weekend in Webster at the VFW Class B 12 and Under State Baseball Tournament. It was an amazing weekend watching the boys play their hearts out and have fun. They demonstrated great sportsmanship, whether they were winning or losing. I am incredibly proud of the VFW baseball program and want to thank Danny Frisby-Griffin for resurrecting it.

I want to remind you that the following reports are due: Memorial Day, Membership Plan, Hospital & Safety Plan 1, Community Service Plan 1, Donations, VMS, Buddy Poppies, and Audit Plan 1. Please do your best to get your reports submitted.

Most of the state officers and many VFW members are headed to the 119th National VFW Convention in Kansas City, MO this weekend. I look forward to the many learning opportunities during the convention and hope to bring back information to share with you.

Finally, we are making plans for recruitment during the Sturgis Bike Rally August 3-12. We are looking for members to come help out if you’re available. Contact Ken Moss at 605-580-7799 if you’re interested.

Enjoy the rest of your summer!

Thank you,
Sean Johnson
Senior Vice Commander

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Jr. Vice Commander Cody Mangold

Comrades,

Another amazing National Convention has come and gone. One great experience was getting to hear all of the great speakers including Oliver North, and President Trump. I cannot stress enough how much we need to work on membership and try to get those individuals who felt like they were not welcome when coming. I will stress getting the younger veterans as it is the numbers that is available. Something that came up at National and I have heard before is we all need to remember to treat each other as equals. Please feel free join the national recruiting and we need to help with keep people at the booth. Please remember to get your membership plans to me soon for extra points.

- Jr. Vice Commander Cody Mangold (605-770-1030)
- 1101 Main St. Tyndall, SD

cody.mangold@hotmail.com

**Barbara K. McKean
Judge Advocate
August General Orders**

Direct community involvement always has been and will continue to be a VFW priority. Working traditionally with the Red Cross, USO and Salvation Army, the VFW recently partnered with the Points of Light Foundation and America's Promise to expand the VFW's presence in the community and in youth education programs.

VFW's Community Service programs, working in conjunction with such organizations as March of Dimes, Connect America and Junior and Special Olympics, are key elements of VFW membership at the Post and the Auxiliary level. These activities are designed to encourage community service and increase civic pride, which ultimately enhances education, improves the environment and ensures the availability of health services for our nations veterans.

VFW's Citizenship Education program is designed to stimulate interest in America's history and traditions and to promote citizenship, civic responsibility and patriotism.

VFW's Youth Scholarship programs include Voice of Democracy, Patriot's Pen youth essay contest and Boy Scouts of America.

The Voice of Democracy is a national audio essay program for our nation's high school students, which annually provides more than \$2.5 million in college scholarships and incentives to 9th, 10th, 11th and 12th graders across the nation.

Together with its Auxiliary, the VFW promotes annual national patriotic youth essay contest for 7th and 8th students.

The VFW's partnership with the Boy Scouts of America includes the sponsoring of more than 1,200 Scouting units with 40,000 members across the nation.

VFW's Safety Program encourages VFW Posts and Auxiliaries to conduct programs in home, auto and bicycle safety, as well as programs dealing with drug awareness and substance abuse.

Since 1922, Buddy Poppy has symbolized aid for needy veterans and their families. The VFW annually sells more than 17 million poppies, which generate funds for the national veteran's service program, relief for local veterans and their families and the VFW National Home for Children.

The VFW National Home for Children is a community development in a family like environment that is home to orphaned or single parent children of VFW or Ladies Auxiliary members. The home, which was established in 1925 on 160 acres in Eaton Rapids, Mich., emphasizes the values of education, good work habits and sound moral character. <http://vfw10082.org/programs/>

- Reports are available on the state website at <http://www.sdvfw.org/custom/vfw-forms>.
- General Orders are available at www.sdvfw.org
- You can access the Overseas Veteran at <http://www.sdvfw.org/Uploads/documents/27/201707OSV.pdf>

Reports should be sent to me by the 10th of the month following the last month of the Quarter. *I do prefer they be emailed, if possible.* Fax: 605-995-8115. The Quarters are: **May 1 - Jul 31**; Aug 1 - Oct 31; Nov 1 - Jan 31; Feb 1 - Apr 30. Let's have a fun & successful year comrades! *1st report due: Aug 10th*

Barbara McKean

Judge Advocate

504 S Wallace St, Parkston, SD 57366
C: 605-630-0771; Fax: 605-995-8115
Email: Barbara.mckean@ujs.state.sd.us

Surgeon report General Orders August 2018

Comrades,

National Convention was a very interesting experience. There was so much information and not near enough time to take it all in. I was honored with the opportunity to receive All-American commander for District 1 and have to thank all of the posts and commanders in my district for their hard work and dedication to our great organization. It is only because of all of you that I received this amazing award.

I was also able to attend a mental health luncheon with the Department Commander hosted by Walgreens. I learned a lot about Walgreens' role in the mental health community; a subject I was not even aware they had a role in. In these times of extreme veteran suicide, twenty-two per day, we cannot stand idly by and be complacent to the needs of our brothers and sisters or ourselves. There are many resources available to us as veterans and to our loved ones and friends as well. During our meeting we focused on five resources which are listed below.

- **Make the Connection:** an online resource designed to connect veterans, their family members and friends, and other supporters with information and solutions to issues affecting their lives.
www.maketheconnection.net
- **Veterans Crisis Line:** connects veterans in crisis and their families and friends with qualified, caring VA responders through a confidential toll-free hotline, online chat, and text messaging service. Call **1-800-273-8255** and **Press 1**, text **838255** or visit www.VeteransCrisisLine.net
- **Coaching into Care:** a national telephone service of the VA that aims to educate, support, and empower family members and friends who are seeking care or services for a veteran.
www.mirecc.va.gov/coaching
- **Veterans Training:** a self-help portal that provides tools for overcoming everyday challenges.
www.veterantraining.va.gov
- **AboutFace:** features the real stories of veterans who have experienced PTSD, their family members, and VA clinicians. www.ptsd.va.gov/apps/AboutFace

Colin G. Reisner

"Our Country, Not Ourselves"

**State Chaplain
Mike Boxa
Burke Post 9950**

Dear Comrades, Brothers and Sisters,

As a Chaplain, I spent 3 days in July monitoring the Jr. Teener State VFW Baseball tourney. Of course, the Dept. Staff was in Kansas City at the National Convention. The Commander gave me the run down and a mini training session. I was so glad I was there last year to learn. Commander was here for the certification and opening ceremonies which was a tremendous fulfillment. Large crowds and mostly out of towners, were in attendance to support their teams. I made a conscientious effort to talk to all. I met a lot of Moms/Spouse who were there and their husband was deployed. They told me their husband was joining the VFW somewhere when they returned. I said I would be praying. I lined up six different color guards to show colors at each tourney session. I was most proud of Winner Post and Burke Post joint Colors on the early morning Championship Day. We had a fine photo of that one. The Baseball Association and Umpires and myself voted on the Radigan Sportsmanship award. We all had Canova on our ballot whom was presented the award. Also displaying wonderful sportsmanship were teams and fans from Alexandria, Winner, and Wessington Springs/Woonsocket. We could have had 4 awards easy. It was a spectacular tourney with FM radio and of course Gregory's own LIVE Sports broadcast. The weather was on queue as well. Oh, there was a terrific family operated concession stand at the Gregory Park Field. I was wearing down, but with so much going well, I remembered the Psalmist, 'This is the day which the LORD hath made; we will rejoice and be glad in it.,' Psalm 118-24. Beautiful weather, colorful activity, good cause, and a blessing in return. The Psalm says "we will" which is a command and an action to get done as well. There is no option. Thank You Lord for getting me through it and I was joyous.

August is fast approaching. I need to get the Post the reports going for the ending quarter. I also will support the VFW Post hosting DAWG DAYS. Quickly after that, I will travel west and see the Chief of Staff and take part in the National Recruiting Booth at the Sturgis Rally. I pray I will not be late to get to booth with the traffic in town.

I also sent out 4 cards on behalf of the Department this past month. It is difficult to exhort in times of loss and so necessary to keep our Comrades encouraged in tough times. May we all continue to do so. ***Be there for one another !!***

**Warmest Regards,
Mike Boxa**



Department of South Dakota
Veterans of Foreign Wars
of the United States
3601 South Minnesota Avenue
Sioux Falls, South Dakota 57105
Ph 605-332-7441 Fax 605-332-0617
Cell 605-695-5006
E-Mail vfwsd@aol.com



Date: July 27, 2018
To: Post Quartermasters and Commanders
From: Department Adjutant/Quartermaster Darwin Tolzin

BONDING

Enclosed is the Bond Application for 2018-2019 which needs to be into the State Headquarters by August 31 2018. The application has changed a little, please complete all blanks before sending into State Headquarters, a separate application is needed for each position (ex: Commander, Sr Vice, Sr Vice, etc.) Each bond application must be signed by either the Commander, Adjutant or Sr. Vice Commander.

The cost of Bonds is \$4.50 per \$1,000 coverage up to \$99,000 **with minimum coverage of \$3,000**. \$100,000 to \$349,000 is \$4.00 per \$1,000 and over \$349,000 is \$3.50 per \$1,000.

Bonding of Club Managers/Bingo Chairman/Employees

Please find enclosed a new simplified bond application for bonding Club Managers, Bingo Chairman or Club employees. **A new application must be submitted each year.** These supplies are for the bond term of October 1, 2018 to September 31, 2019. These applications can be photocopied for additional supplies. **Please issue a separate check for the club managers. Do not include with the quartermaster bond check.** Cost is \$7.00 a thousand up to \$25,000 (**\$3,000 minimum**). If bonding over \$25,000.00 please call State Headquarters for pricing.

We will be using the internet for the main communication source for contacting our Posts and Districts. So please contact the Department Headquarters with an email address that we can use as a contact point for your Post or District.

If you have any questions or concerns, please feel free to call Department Headquarters at 605-332-7441. Crystal & I will do our best to help out with any concerns you may have.

Yours in Comradeship,

Darwin Tolzin

Darwin Tolzin, Adjutant/Quartermaster
Department of South Dakota VFW



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



Tallman Insurance

A.1 Employee/Volunteer Theft (Dishonesty Bond)
VFW APPLICATION FOR CLUB EMPLOYEES &
BINGO TO BE COMPLETED BY BONDED
INDIVIDUAL

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

Bond Term: October 1, 2018 to October 1, 2019

1. a) Name of Post Post #

b) Post Address

2. a) Name of Person to be Bonded

3. Position to be Bonded Bond Requested \$

4. Number of Persons Bonded 1

5. Number of Locations 1

6. Post Annual Income

7. Has the post had any bond losses over the past three years?

If Yes, provide a description along with the date and amount of loss.

8. a) Have you ever been bankrupt or insolvent?

b) If yes, please give details in a separate confidential letter to the Insurance Company

9. a) Have you ever been convicted of a felony or misdemeanor? (Other than Traffic Violations)

b) If yes, explain

IF BOND IS NOT RENEWED, TERMINATED, OR CANCELLED AT EXPIRATION DATE OF 10-1-2018, THE POST HAS ONLY 90 DAYS TO SUBMIT A PROOF OF LOSS FOR PRIOR TERM, AFTER 90 DAYS PRIOR COVERAGE CEASES.

If this is a replacement for a current position bonded, please advise what person you are replacing

Signed this day of (day) (month) (year)

Signature: Person to be Bonded

SD VETERANS OF FOREIGN WARS & AUXILIARY

FALL COUNCIL OF ADMINISTRATION

Friday Oct 5th, Saturday Oct. 6th and Sunday Oct. 7th, 2018 at Oacoma, South Dakota

All events will be held at **Cedar Shores Resort**, Oacoma

I-90 Exit 260, 1500 Shoreline Drive, Oacoma, SD 57365 (605-734-6376)

Committee Meetings will be held on Friday, October 5th starting at 3:00pm

MEMBERSHIP 3:00p.m., **BUDGET** 3:45p.m., **VFW Riders Group** 4:00p.m.

HOSTED BY Department of SD VFW and Auxiliary

Friday, Oct 5	3-5 PM	VFW Committee Meetings (see above) Cedar Shores
Friday, Oct 5	5-? PM	"Providing Top Cover" Hospitality Social Cedar Shores
Saturday, Oct 6	8:00 AM – 3:00 PM	Registration
Saturday, Oct 6	8:00 AM	ANNUAL VFW TRAINING
Saturday, Oct 6	8:00 AM	Certified Trainer Recruiter Seminar
Saturday, Oct 6	8:00 – 8:15 AM	Opening Remarks
Saturday, Oct 6	8:15 – 9:00 AM	Personal Electronic Device (PED) Training
Saturday, Oct 6	9:00 – 9:35 AM	Quartermaster/Audit/Inspection Training
Saturday, Oct 6	9:35 – 9:45 AM	Break
Saturday, Oct 6	9:50 – 10:30 AM	Membership Training
Saturday, Oct 6	10:30 AM	Districts Presidents Meeting
Saturday, Oct 6	10:30 – 10:50 AM	Scholarship Training
Saturday, Oct 6	10:50 – 11:20 AM	Community Service Training
Saturday, Oct 6	11:20 – 12:00 PM	National Military Service Training
Saturday, Oct 6	11:30 AM	Dept. Aux. Line Officers Meeting & Luncheon
Saturday, Oct 6	12:00 – 1:30 PM	LUNCH PROVIDED
Saturday, Oct 6	12:00 – 1:30 PM	Dist. Cmdr/Past State Cmdr. Luncheon
Saturday, Oct 6	1:00 PM	Auxiliary Workshop & School of Instruction
Saturday, Oct 6	1:30 – 2:30 PM	Suicide Prevention & Change Direction Training
Saturday, Oct 6	2:30 – 3:15 PM	First Timer Training (VFW does what?)
Saturday, Oct 6	3:15 – 3:45 PM	Cooties Training
Saturday, Oct 6	5:30 PM	Social Hour (Cash Bar)
Saturday, Oct 6	6:30 PM	BANQUET (Attire for Banquet will be casual)
Sunday, Oct 6	8:30 – 9:00 AM	Department of SD VFW Chapel (Cedar Shores)
Sunday, Oct 6	9:10 – 11:00 AM	VFW Council on Administration
Sunday, Oct 6	9:00 AM – 5:00 PM	Auxiliary Council of Administration Meeting

*******Registration*******

ADVANCE **\$70.00** (Includes breaks, Saturday lunch and Banquet)
\$25.00 Per meal for anyone attending that is not registered and guests

Deadline for Registration: September 25, 2018—Late Registration: **\$80.00**

All events will be held at Cedar Shores Resort, Oacoma I-90 Exit 260, 1500 Shoreline Drive, Oacoma, SD 57365 (605-734-6376)—Rate **\$89.95**

Name

Address

VFW/AUX#

City

Total Amount Submitted

Payable to: Department of SD VFW

**Mail to: Department of SD VFW
3601 S Minnesota Ave
Sioux Falls SD 57105**

EARLY REGISTRATION IS APPRECIATED

Please fill out a separate registration form for each individual
SD VETERANS OF FOREIGN WARS & AUXILIARY



TRUSTEES' REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of _____
(District/County Council/Post No.)

Department of _____ for the Fiscal Quarter ending _____, 20____

FISCAL QUARTERS: Jan 1 to March 31 April 1 to June 30 July 1 to Sept. 30 Oct. 1 to Dec. 31

FUNDS:	Net Cash Balances at Beginning of 10. Quarter	Receipts During Quarter 11.	Expenditures During Quarter 12.	Net Cash Balances at End of Quarter 13.
1. National and Department Dues (Per Capita Tax)	\$	\$	\$	\$
2. Admission or Application Fees (Department)				
3. Post General Fund				
4. Post Relief Fund (Poppy Profits, Donations, etc.)				
5. Post Dues Reserve Fund (See Sec. 717, Manual of Procedure)				
6. Post Home or Building Fund (Including Savings but Not Real Estate)				
7. Post Canteen or Club Fund				
8. Other				
9. Bonds and Investments Not Credited to Funds				
14. TOTALS:	\$	\$	\$	15. \$

16. OPERATIONS

Have required payroll deductions been made? _____

Have payments been made to the proper State and Federal agencies this quarter? _____

Have sales taxes been collected and paid? _____

Are club employees bonded? _____

Amount of outstanding bills _____ \$

Value of Real Estate _____ \$

Amount of liability insurance _____ \$

Owed on Mortgages and Loans _____ \$

Value of Personal Property _____ \$

Amount of Property Insurance _____ \$

17. RECONCILIATION OF CASH & INVESTMENTS

General Fund Checking Account

Ending Balance Per Bank Statement \$ _____ -

Less: Outstanding Checks _____

Plus: Deposits in Transit _____

Account Balance _____

Other Checking Accounts (if applicable)

Ending Balance Per Bank Statement \$ _____ -

Less: Outstanding Checks _____

Plus: Deposits in Transit _____

Account Balance _____

Savings Account Balance _____

Cash on Hand _____

Total Cash _____

Bonds and Other Investments _____

Total Cash and Investments \$ _____ -

(This figure must match Box 15)

18. TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT

Date _____, 20 ____

This is to certify that we (or qualified accountants) have audited the books and records of the Adjutant and Quartermaster of _____ (District/County Council/Post No.) for the Fiscal Quarter ending _____ in accordance of the National By-Laws and that this Report is a true and correct statement thereof to the best of our knowledge and belief. All Vouchers and Checks have been examined and found to be properly approved and checks properly countersigned:

Post Quartermaster _____ (Name) Signed _____ Trustee

_____ (Address) Signed _____ Trustee

_____ Signed _____ Trustee

This is to certify that the Office of the Quartermaster is bonded with _____ in the amount of \$ _____ until _____, 20____, and that this Audit is correctly made out to the best of my knowledge and belief.

Signed: _____ Commander

NOTE: Forward Original to your Department Quartermaster and copy to the Adjutant for the Post record.

TO COMMANDERS AND TRUSTEES' (POST, DISTRICT, COUNTY COUNCIL)

As Commander and Trustees' of your District, County Council, or Post, you took an obligation to uphold the By-Laws of the National Convention and the By-Laws of your Department, District, County Council and Post.

Your attention is directed to Sections 213, 413, By-Laws: Units failing to submit properly completed Trustees' Report of Audit, on a quarterly basis, shall be deprived of all representation in County Council meetings, District, Department and National Conventions.

Article VII, Section 703, By-Laws: It shall be the responsibility of the Commander of each unit to see that the office of Quartermaster is properly and adequately bonded.

Section 218, Manual of Procedure, provides: The Post Trustees' shall, not later than the end of the month following the last day of each quarterly period, submit through the Commander a Trustees' Report of Audit to the Department Quartermaster.

Section 418, Manual of Procedure: District Trustees' shall, at each District meeting or District Convention or as Department By-Laws may provide, submit a Trustees' Report of Audit to the Department Quartermaster.

The prescribed duties of the Commander and Trustees' are obvious. The Trustees' are mandated to make the audit (or provide for an audit by qualified accountants), and submit the report. The Commander is mandated to see that the audit is made and the report properly forwarded.

The bonding of accountable officers by any bonding company is always based on the theory that the laws prescribing the duties of various officers will be complied with accordingly. Existing By-Laws relative to quarterly audits of the records of Post Adjutants and Quartermasters constitute a safeguard for the protection of the Post funds and are so considered by the bonding company in basing their rates or premiums. Laxity in enforcing and complying with the By-Laws increases the hazard of loss which in the final analysis means larger premiums must be paid. Any failure on the part of the Commander and Trustees' in performing the duties of their offices is not only a violation of trust but gives the bonding company the right to contest liability in case of defalcation.

SUGGESTIONS

When auditing the accounts of the Quartermaster by the Trustees' (Uniform Record System)

- RECEIPTS:

(1) Check duplicate copies of Miscellaneous Receipts against the entries shown in the Received Column, under heading of Cash and Bank, in the Cash Book; (2) Check names appearing on Dues Transmittal returned from National Headquarters, plus any transmittals in transit, to see that all members who have paid dues are properly credited in the Cash Book.

- VOUCHERS:

Check all properly approved Vouchers against the entries as shown in the Expended Column, under heading of "Cash and Bank" in the Cash Book.

- CASH AND BANK:

Run a total of the Received and Expended columns of "Cash and Bank" and the difference between these two columns should be the net total of Cash in bank and Cash on hand.

- CANCELLED CHECKS:

Check all cancelled checks against the Cash Book Expended entries to see if same agree. This will also show you which checks are still outstanding. Insist that all checks be countersigned by the Post Commander.

- BANK EXPENDITURES:

Run a total of all cancelled checks. Add to this total the amount of all bank charges, such as check exchange, check tax, returned checks, protest fees, etc. and the sum total of all these should be your actual Bank Expenditures. All bank charges should show as expenditures in the Cash Book.

- BANK DEPOSITS:

Run a total of actual bank deposits, add to this the bank balance as of the beginning of the auditing period and this sum represents your total bank.

- BANK BALANCE:

Deduct the total of No. 5 from the total of No. 6 and the difference should be your Bank Balance as per your bank statement.

- ACTUAL CASH BALANCE:

Deduct from your Bank Balance the amount of outstanding checks as shown by No. 4, add to this amount any and all cash on hand, and the total should be your Actual Cash Balance.

- PER CAPITA TAX RESERVE:

Compute the amount of Per Capita Tax, as shown on the Membership Record Cards, that has been paid by members and not remitted to the Department Quartermaster and see that the total amount of same agrees with the amount as shown by the Cash Book to the credit of the Per Capita Tax Reserve Fund.

- ADMISSION FEES AND DUES:

Ascertain from the records if Section 104 of the National By-Laws has been complied with.

- NUMBER OF CHECKS:

Be sure to show in your audit the numbers of the first and last checks written for the period and the numbers and amounts of all outstanding checks.

- SAVINGS AND INVESTMENTS:

Obtain a certification of all savings balances from the various depositories at the close of the audit period. Check U.S. Government bonds and other investment certificates against the master list of the Post Quartermaster. Make certain that "coupon" bonds are cashed when due and are properly credited.

- AUDIT RECORD:

It is suggested that your audit, when completed, be entered, in detail on the page of the Quartermaster's Cash Book immediately following the last entry included in the audit and all Trustees attest to the same by their signatures thereon. This then becomes a permanent record and not so likely to be lost and will always be available for reference.