

Section I. CASH (Checking, savings, dues trust, health & welfare and other bank accounts. List CD's in Section II.)

<u>Bank Name</u>	<u>Account Type</u>	<u>Account Number</u>	<u>Balance as of December 31,</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<i>* See general instructions for more than four (4) accounts. Enter Bank Branch addresses below.</i>			Section I. Total _____

Section II. INVESTMENTS (CD's, Money Market and other monetary investments. Do not include real estate.)

<u>Name</u>	<u>Type</u>	<u>Account Number or Serial Number</u>	<u>Balance or Market Value as of December 31,</u>
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
<i>* See general instructions for more than four (4) investment line items. Enter address below, if different from Bank noted in Section I.</i>			Section II. Total \$ _____

Section III. RECEIPTS (record total amounts received, including all amounts received for transmittal to others)

Dues received during	(total amount collected from members)	\$ _____
Anticipated increase in	(record only the additional amount of dues expected, <u>NOT</u> total dues expected in)	\$ _____
Other Receipts Handled During	(Specify, e.g., insurance premiums, fund raisers, interest, initiation fees, etc.)	
_____		\$ _____
_____		\$ _____
_____		\$ _____
Section III. Total		\$ _____
GRAND TOTAL (Sum of the amounts in <u>Section I</u> , <u>Section II</u> and <u>Section III</u>)		Grand Total \$ _____

Prepared by: _____ Retiree Chapter/Sub-Chapter # _____

Signature: _____ Title: _____ State _____

Personal Email: _____ Cell Phone: _____

Affiliate Employer Identification # (EIN): _____

**GENERAL INSTRUCTIONS
FOR COMPLETING SURETY BOND REPORT**

The purpose of this report is to estimate the amount of funds that will be available to or “handled” by the retiree chapter/sub-chapter during . The total amount of funds handled will determine if an increase in your Surety Bond Coverage is necessary. Please include all financial activities and balances of the retiree chapter/sub-chapter, including committees. If your council handles receipts and disbursements of dues and/or other funds, only those funds forwarded from the council to the retiree chapter/sub-chapter should be reflected in this report.

FAILURE TO FILE THIS REPORT MAY RESULT IN INSUFFICIENT BOND COVERAGE.

Date of the Surety Bond Report

Prior years may be filed using the electronic version of this form. To change the year of filing, choose the year from the drop down menu at the top of the form. Dates on the electronic form will adjust to conform to the period of filing.

Section I.

Cash balances should be recorded using the reconciled balances as of December 31, . Show the account numbers of all bank accounts. Indicate the retiree chapter/sub-chapter's bank branch addresses in the space provided at the end of this section.

* If the retiree chapter/sub-chapter has more than four (4) accounts, attach or email a separate list with the requested information for all of the accounts and the total. Indicate "Total- See Attached" under the Bank Name column for any line in this section, provide the total in the same line under the Balance as of December 31, column, and carry the amount to the Section I. Total.

Section II.

Record the balances as of December 31, on all certificates of deposit, money market accounts, and the market value of stocks, bonds and other securities. Do not include real estate. Indicate financial institution addresses in the space provided.

* If the retiree chapter/sub-chapter has more than four (4) investment line items, attach or email a separate list with the requested information for all of the line items and the total. Indicate "Total- See Attached" under the Name column for any line in this section, provide the total in the same line under the Balance or Market Value as of December 31, column, and carry the amount to the Section II. Total.

Section III.

Dues and other receipts should be recorded using the actual amounts received during . If a retiree chapter/sub-chapter was not in operation for the full calendar year of , the additional amount that would have been received in a full year should be included with any anticipated increases on the “Anticipated Increase in ” line. An increase in dues and/or a projected increase in membership will probably result in more funds handled by retiree chapter/sub-chapter.

Grand Total

After completing all three sections, total all of the figures and record on the “Grand Total” line.

Lower Section

Please be sure that the lines for your retiree chapter/sub-chapter number and other requested information has been completed and that the report is signed by an officer. Retiree chapters/sub-chapters completing this form electronically should type the signatory officer's name in the signature line. The officer's name will be treated as an electronic signature.

Where to file:

Electronic filings- send using the following email: suretybond@afscme.org

Paper filings: **AFSCME- Attn: Auditing Department
1625 L Street, NW
Washington, DC 20036-5687**

Additional item to include:

Attach a copy of the most recent financial statement presented to your executive board and/or membership. Electronic filings should preferably include this item as an additional attachment to the email. Alternatively, this statement may be sent under separate cover to the paper filing address above.

Due date: FORWARD TO THE INTERNATIONAL HEADQUARTERS NO LATER THAN MARCH 1, 2018.