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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

GENERAL PROCEDURE FOR HANDLING BONDS OF TREASURERS OF
COUNTY AGRICULTURAL CONSERVATION ASSOCIATIONS, EAST CENTRAL
NORTHEAST, NORTH CENTRAL, AND WESTERN REGIONS,
AGRICULTURAL CONSERVATION PROGRAM.

Under the Agricultural Conservation Program, associations of farmers, known as county agricultural conservation associations, have been organized in all agricultural counties of the United States. Through these associations, the farmers cooperate in carrying out the Agricultural Conservation Program. Each association elects a treasurer to whom funds for the administrative expenses of the county association are sent. The treasurer disburses such funds in accordance with statements of expenses certified to him by the president and secretary of the association, and makes an accounting to the Agricultural Adjustment Administration for such funds in the form of individual receipts signed by persons to whom payment has been made.

Each association treasurer executes with a Surety Company, approved by the Treasury Department, a bond on a form prescribed by the Agricultural Adjustment Administration in an amount deemed sufficient to give protection to the association and the United States with respect to funds handled by the association treasurer.

Form ACP-15, Bond of Treasurer of County Agricultural Conservation Association, is used by all association treasurers except those in the Southern Region which is made up of South Carolina, Georgia, Florida, Alabama, Mississippi, Arkansas, Louisiana, Oklahoma, and Texas.

The association treasurer, as principal, is authorized to file an application for a bond with a Surety agent without supporting such request by a letter of authorization from the Regional Division of the Agricultural Adjustment Administration or the State Office of the Agricultural Conservation Program. The premium on such bond is considered as a just expense of the county agricultural conservation association and is claimed on the Statement of Expenses of such association and paid by funds transmitted to the association treasurer for association expenses.

After Bond Form ACP-15 has been executed by the Principal and the Surety, it is examined by the association secretary and president and approved by the president and forwarded to the State Agricultural Conservation Office. The State Agricultural Conservation Office examines the bond for completeness and correctness and, when found satisfactory, forwards it to the appropriate Division of the Agricultural Adjustment Administration in Washington. The bond is then forwarded to the Solicitor of the Department of Agriculture who examines it for legal sufficiency and verifies the name of the Surety and the Surety agent with the Surety Bond Section of the Treasury Department to make certain that the Surety is on the approved list and that the agent signing for the Surety has the necessary authorization on file. In cases involving agents whose authorization is questioned, the Solicitor's Office corresponds directly with the home office of the Surety Company.

When the bond has been approved by the Regional Division and the Solicitor's Office, the State and County offices are notified.

Bond Form ACP-15 is continuous in form and requires no verification on the part of either Surety or Principal to continue it in effect beyond the first year. When it is determined by the Regional Division that a treasurer's bond is no longer required, a notice to that effect on Form ACP-38 will be forwarded to the surety, the State Office, and the treasurer of the association. The surety should notify the agent who executed the bond of the effective date of such notice. In the event that correspondence relating to termination of liability on bonds is received by the Surety from the Principal, any other officer of a county association, or the State Agricultural Conservation Office, such correspondence should be referred to the Regional Division in Washington, as the Principal, other association officials, and the State Agricultural Conservation Offices are without authority to issue Form ACP-38 or any other notice of release of liability.

In the event that it is found necessary to increase the penalty of the bond, Rider No. 1 to Form ACP-15 will be furnished to the Surety Agent by the Principal, the association secretary, or the State Office. The State Office is authorized to require the execution of such Rider when found necessary. Wherever practicable, Increase Riders will be executed on anniversary dates of bonds.

In the event that it is found that the penalty of any bond is in excess of association requirements, the State Office or the Regional Division will request the Surety agent to execute Rider No. 2 to Bond Form ACP-15 decreasing such penalty. No requests for Rider No. 2 when received from the Principal, some other association official, or the county agent, should be granted unless supported by a letter from the Regional Division or the State Office authorizing such decrease.

In all cases where it becomes necessary to change the name of a Principal due to change of marital status or other cause, Rider No. 3 to Bond Form ACP-15 will be furnished to the Surety Agent by the county association and will be executed by the Principal and the Surety. A request for the execution of such Rider does not require a memorandum of approval from the Regional Division or the State Office.

All questions relating to policy with respect to handling all bond forms may be addressed to the Regional Division. Correspondence with respect to Form ACP-38 and termination of liability under bonds should also be addressed to the Regional Division.

It is requested that all correspondence relating to individual cases involving execution of Bond Form ACP-15, and Riders No. 1, No. 2, and No. 3 to such form, except replies to correspondence initiated by the Regional Division or the Solicitor's Office of the United States Department of Agriculture, be addressed to the State Agricultural Conservation Office. For convenience a list of such offices is attached.

STATE EXECUTIVE OFFICERS----EAST CENTRAL DIVISION

DELAWARE: Mr. R. O. Stalzer,
State Executive Officer,
Agricultural Adjustment Administration,
University of Delaware,
Newark, Delaware.

KENTUCKY: Mr. O. M. Farrington,
State Executive Officer,
Agricultural Adjustment Administration,
College of Agriculture,
Lexington, Kentucky.

MARYLAND: Mr. P. E. Nystrom,
State Executive Officer,
Agricultural Adjustment Administration,
University of Maryland,
College Park, Maryland.

NORTH CAROLINA: Mr. E. Y. Floyd,
State Executive Officer,
Agricultural Adjustment Administration,
State College Station,
Raleigh, North Carolina.

TENNESSEE: Mr. F. W. Colby,
State Executive Officer,
Agricultural Adjustment Administration,
P. O. Box 419,
2321 West End Avenue,
Nashville, Tennessee.

VIRGINIA: Mr. W. H. Daughtrey,
State Executive Officer,
Agricultural Adjustment Administration,
Virginia Polytechnic Institute,
Blacksburg, Virginia.

WEST VIRGINIA: Mr. C. E. Stockdale,
State Executive Officer,
Agricultural Adjustment Administration,
College of Agriculture,
Morgantown, West Virginia.

NORTH CENTRAL DIVISION

State Offices Agricultural Conservation Program

Illinois Mr. Lee M. Gentry, Chairman, Illinois Agricultural Conservation Committee, 315 North Randolph Street, Champaign, Illinois.

Indiana Mr. L. Marshall Vogler, Chairman, Indiana Agricultural Conservation Committee, University Hall, Purdue University, West Lafayette, Indiana.

Iowa Mr. Ralph W. Smith, Chairman, Iowa Agricultural Conservation Committee, 1101 Walnut Street, Des Moines, Iowa.

Michigan Mr. Maurice A. Doan, Chairman, Michigan Agricultural Conservation Committee, Larch Street Station Post Office Box 708, Lansing, Michigan (Telegrams - 827½ East Michigan Avenue.)

Minnesota Mr. Harry S. Muir, Chairman, Minnesota Agricultural Conservation Committee, 210 Main Post Office Building, St. Paul, Minnesota.

Missouri Mr. Howard M. Shirkey, Chairman, Missouri Agricultural Conservation Committee, Thilo Bldg., Columbia, Missouri.

Nebraska Mr. Fred S. Wallace, Chairman, Nebraska Agricultural Conservation Committee, 208 Terminal Bldg., Lincoln, Neb.

Ohio Mr. Elmer F. Kruse, Chairman, Ohio Agricultural Conservation Committee, Room 217-A Old Federal Bldg., Columbus, Ohio.

South Dakota Mr. Edwin L. Mengel, Chairman, South Dakota Agricultural Conservation Committee, Brockings, South Dakota.

Wisconsin Mr. Harry O. Wells, Chairman, Wisconsin Agricultural Conservation Committee, Room 309, Washington Building, Madison, Wisconsin.

STATE EXECUTIVE OFFICERS----NORTHEAST DIVISION

CONNECTICUT: Mr. W. S. Middaugh,
State Executive Officer,
Agricultural Adjustment Administration,
95 Washington Street,
Hartford, Connecticut

MAINE: Mr. A. K. Gardner,
State Executive Officer,
Agricultural Adjustment Administration,
University of Maine,
Orono, Maine.

MASSACHUSETTS: Mr. Sumner R. Parker,
State Executive Officer,
Agricultural Adjustment Administration,
Massachusetts State College,
Amherst, Massachusetts.

NEW HAMPSHIRE: Mr. Earl P. Robinson,
State Executive Officer,
Agricultural Adjustment Administration,
University of New Hampshire,
Durham, New Hampshire.

NEW JERSEY: Mr. W. H. Allen,
State Executive Officer,
Agricultural Adjustment Administration,
College Farm,
New Brunswick, New Jersey.

NEW YORK: Mr. Earl A. Flansburgh,
State Executive Officer,
Agricultural Adjustment Administration,
College of Agriculture,
Roberts Hall,
Ithaca, New York.

PENNSYLVANIA: Mr. W. S. Hagar,
State Executive Officer,
Agricultural Adjustment Administration,
600 North Second Street,
Harrisburg, Pennsylvania.

RHODE ISLAND: Mr. Ralph S. Shaw,
State Executive Officer,
Agricultural Adjustment Administration,
Rhode Island State College,
Kingston, Rhode Island.

VERMONT: Mr. H. W. Soule,
State Executive Officer,
Agricultural Adjustment Administration,
University of Vermont,
Burlington, Vermont.

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STATE EXECUTIVE SECRETARIES WESTERN DIVISION

ARIZONA Carl E. Feeter, University of Arizona, Tucson

CALIFORNIA William B. Parker, College of Agri., Univ. of Cal., Berkeley

COLORADO Harry H. Simpson, State Agricultural College of Colo., Fort Collins

IDAHO Harry L. Stafford, College of Agri., Univ. of Idaho, Moscow

KANSAS E. H. Leker, Kansas State College of Agriculture, Manhattan

MONTANA Albert J. Borton, Montana State College of Agri., Bozeman

NEVADA Edward C. Reed, College of Agri., Univ. of Nevada, Reno.

NEW MEXICO Wilhelm A. Wunsch, College of Agriculture, State College

NORTH DAKOTA J. T. E. Dinwoodie, North Dakota Agri. College, State College Station, Fargo.

OREGON N. C. Donaldson, Oregon Agricultural College, Corvallis

UTAH Leroy C. Funk, Agricultural College of Utah, Logan

WASHINGTON H. Howard Mann, State College of Washington, Pullman

WYOMING Donaldson R. Sabin, College of Agri., Univ. of Wy., Laramie

