

work pertaining to Acquisition, Field Supervision and Collection Expenses; a special agent working on the development and maintenance of the sales field may be allocated wholly to Acquisition, Field Supervision and Collection Expenses, although he may also be concerned, to a lesser extent, in the adjustment of losses; key punch and tabulating machine operators, whose work is primarily statistical, may be allocated wholly to General Expenses, although the cards and tabulations may be used to some extent in collection and loss adjustment activities.)

8. The following describes an acceptable method of allocating to expense groups and lines of business the salaries of employees engaged in administrative and/or supervisory activities:

a. Salaries of executive heads, such as the president of a company, the chairman of a company's board, and their secretaries, ordinarily should be distributed to expense groups and lines of business as an Overhead on Salaries of supervised personnel, after an apportionment to Investment Expenses. If any other methods are used, the allocations must be supported by detailed analyses of activities.

b. Salaries of other executive officers, department heads and supervisors ordinarily should be allocated on the basis of a study of time spent on the affairs of each of the departments or units supervised and then these salaries should be allocated to expense groups and lines of business as Overhead on Salaries of the employees in the respective departments or units. If any other methods are used, the allocations must be supported by detailed analyses of activities.

9. Includable in the operating expense classification, Boards, Bureaus and Associations, are the following: "Dues, assessments, fees and charges of: . . . underwriting syndicates, pools and associations such as Factory Insurance Association, Oil Insurance Association, assigned risk plans (except Commission and Brokerage; Claim Adjustment Services; and Taxes, Licenses and Fees); . . ."

The foregoing instruction is applicable to all assigned risk plans and to the following syndicates, pools and associations:

- American Cargo War Risk Reinsurance Exchange
- American Foreign Insurance Association
- American Marine Hull Syndicate
- American Marine Insurance Syndicate of Insurance of Builders Risks
- American Negative Film Syndicate
- American Reinsurance Exchange
- Associated Aviation Underwriters
- Burlap Reinsurance Exchange
- Coastwise, Great Lakes & Inland Hull Assn.
- The Cotton Insurance Association
- Cotton Marine Reinsurance Agreement
- Eastern Intercoastal Cargo Reinsurance Exchange
- Excess of Loss Association
- Excise Bond Underwriters
- Export Automobile Reinsurance Exchange
- Factory Insurance Association
- Furriers Customers' Reinsurance Syndicate
- General Cover Underwriters Assn.
- The Great Lakes Underwriting Syndicate
- Inland Marine Reinsurance Assn.
- Inland Marine Syndicate, Inc.
- Inland Waterways Insurance Assn.

Lake P. & I. Reinsurance Agreement
 Livestock Insurance Office
 Logging Underwriting & Inspection Association
 Multiple Location Service Office
 Mutual Corporation Inter-Reinsurance Fund
 Oil Insurance Association
 Railroad Insurance Association
 Railway Underwriters
 Registered Mail Central Bureau
 Reinsurance Clearing House
 Reinsurance Exchange
 Southern Reinsurance Exchange
 Stock Companies Association
 The Tugboat Underwriting Syndicate
 Underwriters Grain Association
 Underwriters Service Association

10. Dues or assessments of organizations includable in Boards, Bureaus and Associations, or in Surveys and Underwriting Reports, directly related to loss work are properly chargeable to the expense group, Loss Adjustment Expenses.

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