

Type of Business:     New     Renewal

\*if New, desired Effective Date: \_\_\_\_\_

## School District Information

School District Name: \_\_\_\_\_

School District Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Township: \_\_\_\_\_

## Loss Information *(\*If yes, please attach full description of the situation and the amount of any payment.)*

Has the District ever made claim against a surety or fidelity bond?     Yes\*     No

Have there been any employee dishonesty losses in past 5 years?     Yes\*     No

## District Treasurer Information

### District Treasurer

Treasurer's Name (First, Middle, Last): \_\_\_\_\_

Home Address (Street, PO Box, Apt.): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ # years as Treasurer: \_\_\_\_\_

College Attended: \_\_\_\_\_ Degree received/year: \_\_\_\_\_

CPA     Certified Chief School Business Official

What other positions does the treasurer hold within the district? \_\_\_\_\_

Has this person ever been charged with any kind of criminal offense?     Yes\*     No    *(\*If yes, please attach description.)*

Has this person ever filed for bankruptcy?     Yes     No

Has the district performed a background check on Treasurer?     Yes\*     No    \*If yes, on what date? \_\_\_\_\_

Has the district performed a credit check on Treasurer?     Yes\*     No    \*If yes, on what date? \_\_\_\_\_

## Investment, Internal Controls and Crime Information

Does the District have an investment counselor?     Yes\*     No    \*If yes, who? \_\_\_\_\_

Does the District invest in a liquid asset fund?     Yes\*     No    \*If yes, which fund? \_\_\_\_\_

Are bank accounts reconciled by someone not authorized to deposit or withdraw from the accounts?     Yes     No\*

\*If no, please explain: \_\_\_\_\_

Is counter signature of checks required?     Yes     No\*

\*If no, please provide explanation of check signing procedures: \_\_\_\_\_

Are accounts reconciled at least bi-monthly?     Yes     No

## Investment, Internal Controls and Crime Information Cont.

Does the District carry Crime and Employee Dishonesty Coverage?  Yes  No

If Yes, please provide a current Certificate of Insurance evidencing all Crime and Employee Dishonesty Coverages.

If No, please state why the district is not purchasing this coverage: \_\_\_\_\_

## Request Information

Bond #: \_\_\_\_\_

Change Bond Amount From: \$ \_\_\_\_\_ Change Bond Amount To: \$ \_\_\_\_\_

Change District Treasurer From: \_\_\_\_\_ Change District Treasurer To: \_\_\_\_\_

Other Change: \_\_\_\_\_

## Bond Amount Information

*(Information from Annual Financial Report)*

Date of last Audit: \_\_\_\_\_ Was audit free from criticism?  Yes  No

Highest Total Amount of **Funds\*** in custody of the Treasurer during the policy period: \$ \_\_\_\_\_

Bond Amount requested at no less than 10% of Total Amount: \$ \_\_\_\_\_

If not requesting 10%, please state other Bond Amount: \$ \_\_\_\_\_

\*The School Code identifies **Funds** as "all bonds, notes, mortgages, moneys and affects" of which the School Treasurer is to have custody.

## Applicant Information

### Certification and Signature

*I hereby warrant and certify that all the information contained in this application is true, correct and complete to the best of my knowledge and belief; and agree to these Terms of Acceptance.*

\_\_\_\_\_  
**Applicant Treasurer Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant Treasurer Signature**

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**Superintendent Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Superintendent Signature**

\_\_\_\_\_  
**Email**