

**New Jersey School Boards Association Insurance Group
Individual Application Public Officials Bond**

If your board purchased Faithful Performance as part of the Crime Insurance Coverage on the NJSBAIG Package Policy, then those individuals in your district requiring bonds may be individually named on this coverage.

NAME OF BOARD of EDUCATION: _____

1. Name _____ Business Phone _____

2. Home Address _____

3. Type of Bond required: Board Secretary _____ Board Treasurer _____
(circle one)

4. Limit required for this Bond \$ _____ **For limits of \$900,000 or more, please attach annual audit summary or annual report.**

5. How long have you been engaged in the business for which the bond is required? _____

6. What company has bonded you and for what amount? _____

7. Has a claim ever been made against your bond? Yes No **If yes, please provide complete details on a separate page.**

If you handle funds, please complete questions 8-17.

8. What is the largest amount of cash, checks and securities on hand at any one time? _____

9. Do you write checks? Yes No If yes, limit of authority? _____

10. Is a countersignature required? Yes No If yes, at what amount? _____

11. Do you have an accounts payable system or method to detect payment to fictitious suppliers?
(Describe) _____

12. Are you responsible for the payroll? Yes No

13. Is positive identification required for all persons receiving pay? Yes No

14. Number of your subordinates _____

15. How often are payroll and cash records audited? _____

16. Who reconciles bank statements? _____

17. Is this person authorized to make deposits? Yes No and/or withdraw funds Yes No .
Note that it is inadvisable for these bank account and check signing activities to be done by the same Employee because under such circumstances a loss may be concealed. If any of these are answered "Yes", will you correct this weakness? Yes No .

18. Date Position Acquired: _____

Please note that coverage will be VOID if you intentionally conceal or misrepresent any material fact or make false statements. Bonds when issued will require signature and need to be returned to NJSBAIG.

Signature of Applicant

Date