

2011 South Dakota Towns and Townships Bond Alliance

APPLICATION FOR PUBLIC OFFICIAL BOND – CLERK & TREASURER of TOWNSHIPS

Same as Last Year(Current Members Only) (If same as last year skip to #19)
Township Name: _____ County _____

CLERK:

1. Name of Applicant _____ 2. Phone _____
3. Email Address _____
4. Residence Address _____
5. City _____ 6.State _____ Zip _____ 7. Amount of bond _____
8. Are funds withdrawn by check of applicant? ____ Yes ____ No 9. Have you ever been bonded before? ____ Yes ____ No
10. Have you ever been denied a bond? ____ Yes ____ No 11. Have you ever been convicted of a felony? ____ Yes ____ No
(If yes to either, describe on reverse.)

TREASURER:

1. Name of Applicant _____ 2. Phone _____
3. Email Address _____
4. Residence Address _____
5. City _____ 6.State _____ Zip _____ 7. Amount of bond _____
8. Are funds withdrawn by check of applicant? ____ Yes ____ No 9. Have you ever been bonded before? ____ Yes ____ No
10. Have you ever been denied a bond? ____ Yes ____ No 11. Have you ever been convicted of a felony? ____ Yes ____ No
(If yes to either, describe on reverse.)

12. Money handled during year (Approximate): (this amount is the total amount received as income each year)

Amount: \$ _____

13. Largest amount on hand at any time: \$ _____

14. Depositories designated by (attach copies of Resolutions) _____

_____ (bank name and address required)

15. Deposits in name of _____

16. Do you adhere to the requirement by law of 3 signatures on a check?

____ Yes ____ No

17. Are funds paid on warrants? ____ Yes ____ No

18. Do Warrants become part of check or draft? ____ Yes ____ No

19. Financial accounts reviewed by: _____ How Often? _____

20. Date of last review: _____ (the supervisors are to audit all accounts payable i.e.: SDCL 8-10-15 and SDCL 8-10-16)

Signature: _____ Date: _____

****See Reverse for Explanations/Instructions****

(For office Use) Date Received _____

If explanation is needed for #11 and/or #12:

#11 – Explanation: _____

#12 – Explanation: _____

Instructions for Filling Out Application for Bonding of Treasurer & Clerk

1. Name of treasurer or clerk
2. Treasurer/clerk's phone
3. Treasurer/clerk's email address
4. Treasurer/clerk's address
7. Fill in the amount you want the bond for. (i.e. 50,000, 100,000, 150,000, etc)
8. Does the applicant above sign the checks?
9. Has applicant been bonded before?
10. Has applicant been denied a bond?
11. Have you ever been convicted of a felony? If so, describe.
12. Approximated total amount of money received as income for the year.
13. Largest amount of money on hand at any time.
14. Bank Name and Address. Attach resolutions if this is a new depository.
15. Name that are used for deposits. (Usually township name)
16. Do you have three signatures on all checks? If you are not able to get three signatures on the checks you must have at least two signatures on the checks and one more on the receipts next time you meet.
17. If funds are paid on warrants it should say this on your checks and you will probably be aware of this. There are very few of these left.
18. If you checked "no" for #17 you would also check "no" here.
- 19-20. Accounts are normally audited annually at your meeting the last Monday in February, by the supervisors.