

**South Dakota Towns and Townships Bond Alliance
APPLICATION FOR PUBLIC OFFICIAL BOND**

<i>For Office Use Only</i> Date Rcv'd _____ Dues Pd _____ Bond Payment _____ Cert. Sent _____

CLERK & TREASURER of TOWNSHIPS

COMPLETE APPLICATION IN FULL EACH YEAR & RETURN BY APRIL 1st.

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

Township Name: _____ County _____

1. Current Amount of bond _____ New _____ OR Renewal _____ OR *Increase _____
* Please contact SDATAT for details if desiring an increase for your current bond.

CLERK:

2. Name of Applicant _____ 3. Phone _____

4. Mailing Address _____ City _____ State _____ Zip _____

5. Residence Address if different _____ Email _____

6. Are you in possession of the check book? ____ Yes ____ No 7. Have you ever been bonded before? Yes / No

8. Have you ever been denied a bond? ____ Yes ____ No

9. Have you ever been convicted of a felony, or received a suspended imposition of sentence or charged with a misdemeanor involving dishonesty? ____ Yes ____ No (If yes to either 8 or 9, describe on reverse.)

TREASURER:

2. Name of Applicant _____ 3. Phone _____

4. Mailing Address _____ City _____ State _____ Zip _____

5. Residence Address if different _____ Email _____

6. Are you in possession of the checkbook? ____ Yes ____ No 7. Have you ever been bonded before? Yes / No

8. Have you ever been denied a bond? ____ Yes ____ No

9. Have you ever been convicted of a felony, received a suspended imposition of sentence or charged with a misdemeanor involving dishonesty? ____ Yes ____ No (If yes to either 8 or 9, describe on reverse.)

10. What is the total amount of money received as income each year? (From Annual Report): \$ _____

11. Largest bank balance in deposit accounts at any time: \$ _____ Current Value of CD's _____

12. Designated depositories name & location (bank, credit union etc.) _____

(attach copies of Resolutions **only if a change has been made**)

13. Name of the account that deposits are made to _____

14. Is the SDTTBA check signing requirement of 3 signatures (clerk, treasurer & chairman) followed? Yes / No

15. Who reviews the financial accounts?: _____ How Often? _____

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

17. Who, besides the treasurer, receives copy of the monthly bank statements? _____

18. The township agrees the use of credit or debit cards as a form of payment will terminate the bond agreement. Yes / No

Signature(Clerk): _____ Date: _____

Signature(Treasurer): _____ Date: _____

Signature(Chairman): _____ Date: _____

**Signature (Supervisor): _____ Date: _____

** Only required for combined Clerk/Treasurer**

If explanation is needed for #8 and/or #9:

#8 – Explanation: _____

#9 – Explanation: _____

3. Instructions for Filling Out Application for Bonding of Treasurer & Clerk

1. Fill in the amount of your current bond (i.e. 50,000, 100,000, 150,000, etc) OR applying for.
If you wish to increase, contact SDATAT for approval and additional premium required.
2. Name of treasurer or clerk
3. Treasurer/clerk's phone
4. Treasurer/clerk's address mail should be sent
5. Treasurer/clerk's address they live at primarily
6. Does the applicant have a checkbook?
7. Has applicant been bonded before?
8. Has applicant applied for bond but been denied?
9. If yes to: felony, suspension of imposition, misdemeanor then please describe.
10. Approximated total amount of money received as income from all sources for the year.
11. Largest amount of money on hand at any time.
12. Bank Name and Address. If your board voted to change the depository, then attach resolutions from that meeting.
13. Name that are used for deposits. (Usually township name)
14. Do you have three signatures on all checks? Or a written policy on file with SDTTBA - policy requires 3 signatures.
- 15-16. Accounts are to be audited at least annually at your meeting the last Monday in February, by the supervisors.
17. SDTTBA policy requires bank statements to be reviewed by another officer of the township besides the treasurer
18. SDTTBA prohibits townships from using credit cards or debit cards as a form of payment.