

Guidelines on the Fidelity (Performance) Bond of Treasurer form (DISTRICT USE)

Fidelity Bond requirements are summarized in KRS 160.560 and KAR 3:080. Accordingly, by July 1 of each year the treasurer and other employees responsible for board of education funds shall execute an official bond for the faithful performance of the duties of his/her office to be approved by the local board and the Commissioner of Education. The bond shall be guaranteed by a surety company authorized to do business in this state, and shall be in an amount determined by the local board of education in accordance with the administrative regulations promulgated by the Kentucky Board of Education. The premium on the bond shall be paid by the local board of education. A copy of the bond shall be filed with the local board of education and with the Commissioner of Education (electronically through KDE's web base system).

The requirements for the penal sum of the bond are summarized in 702 KAR 3:080. Accordingly, it shall be the duty of each local board of education, on the advice of the Commissioner of Education, to determine the amount of the penal sum of the Performance Bond of employees who are responsible for board of education funds. No Fidelity (Performance) Bond shall be approved which, in the opinion of the Commissioner of Education, is inadequate to safeguard the funds of the local board of education. The Penal Sum for the Fidelity (Performance) Bond is calculated by KDE and provided in a report entitled the "Exposure Report". This report is placed on the Fidelity (Performance) Bond website each year around March. It is the responsibility of the district to check this report for any changes in the Exposure amount of the bond for their district.

Use Of This Form:

This form is to be used by the district when bonding a new treasurer or when needing to make changes to a current treasurer bond. The beginning date on this form should coincide with the beginning fiscal year date of July 1 unless the bond becomes effective during the fiscal year then you should list the actual beginning date that the bond will be effective. This form will remain in effect until canceled either by the school board or by the surety company. This form does not need to be filled out by the surety company if there are no changes to the fidelity bond during the life of the bond. However the Fidelity Bond MUST be approved by the school board each year per the KRS & KAR guidelines. **NOTE: The original hard copy of this bond form and all legal documentation are to be retained in the local school district board office.**

Submission of the SEEK Fidelity (Treasurer) Bond Web Form to KDE:

This Fidelity Bond information is to be submitted to KDE thru the SEEK Fidelity Bond web base form every year. Please review the "**Instructions to Submit the Fidelity Bond Through the SEEK Web Base Form**" on the "Bonds" website under the "Fidelity Bonds" section.

If during the fiscal year, the district needs to make changes to the fidelity bond information already submitted to KDE, please call 502-564-3846, extension # 4445 for Jackie Chism or jackie.chism@education.ky.gov or extension # 4462 for Gail Cox or gail.cox@education.ky.gov.

Dated 5/9/17

Fidelity (Performance) Bond of Treasurer Form

Of the Christian County Board of Education

We, Jessica Darnell, (Treasurer, Finance Officer or Other), and the
Liberty Mutual Insurance, (Surety Company), do

hereby acknowledge ourselves jointly and severally indebted to the Commonwealth of Kentucky in the penal sum of \$ 800,000, that Jessica Darnell, (Treasurer, Finance Officer or Other) with the Board of Education, shall discharge the duties of said office according to law, account for, to the proper authorities, and pay over to all parties legally entitled thereto, on the proper vouchers only, any and all funds that may come into his/her hands as the (check the box) Treasurer and/or Finance Officer or Other of the Board of Education aforesaid, beginning 07/01/2024 and to be renewed on an annual basis or until his/her successor is duly appointed and qualified. This bond can be terminated by the surety, upon written notice to the Department of Education and school board given by registered mail sixty (60) days in advance. The school board has the right of cancellation with this surety company/bond for any reason with a written 60 day notice to the surety company and the Department of Education.

This joint agreement was WITNESSED on the _____ day of _____, 202.

By (School Board): Christian County Board of Education Title Director of Finance

Name of the Surety Company: Liberty Mutual Insurance

By (Insurance Agent): Malcolm P. Blane Title CEO

Number of Bond 82C000210 Annual Premium of Bond \$999.68

Approved by the Christian County Board of Education on

_____, 20_____

Chairperson _____ Secretary _____

TO BE RETAINED AT THE LOCAL SCHOOL BOARD OFFICE

Dated 5/9/17