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EXPLANATION: BONDED EMPLOYEES AND OFFICERS (Urban Districts)

MSBA has expanded this policy and policy BCC to state that employees who perform the duties of the treasurer or secretary must also be bonded. The purpose of the bond referred to in this policy is to protect the district against financial losses due to mismanagement or criminal activity. The organization or institution that issues the bond (the surety) pays for financial losses in accordance with the terms of the bond.

While this is not explicitly required by law, MSBA strongly recommends this practice. Alternatively, the district should consider appointing the employee who is truly responsible for the treasurer's duties, as opposed to an elected Board member, as treasurer. MSBA has also revised this policy to more clearly articulate the differences between the seven-director and urban statutes.

MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.

X	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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BONDED EMPLOYEES AND OFFICERS (Urban Districts)

The treasurer **and secretary** of the St. Joseph School District Board of Education shall enter into a bond to the state of Missouri, ~~with one or more sureties, approved by the Board, conditioned that a faithful and just account of all moneys that come into the hands of the treasurer will be rendered and that the duties of the office will be performed according to the~~ **in accordance with law and Board policy, with one or more sureties approved by the Board.** The bonds shall be filed with the secretary of the Board. ~~The treasurer shall be the custodian of all district funds until paid out on the order of the Board.~~

~~The secretary shall execute a bond to the school district for an amount fixed by the Board, but not less than \$5,000. The bond must be with at least one surety, to be approved by the Board.~~

~~The Board shall provide a blanket bond to cover all other employees who handle school moneys.~~

In addition to the treasurer and secretary, employees who perform the duties of the treasurer but have not been elected to the position will also enter into a surety bond. The Board may require other officers and employees to be bonded.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted:

Revised:

Cross Refs: BCC, Appointed Board Officials

Legal Refs: §§ 162.531, .541, RSMo.

St. Joseph School District, St. Joseph, Missouri