

## BONDS FOR LOCAL SUPERINTENDENTS OF EDUCATION AND CHIEF SCHOOL FINANCIAL OFFICERS

Pursuant to the Code of Alabama, bonds for local superintendents of education and chief school financial officers must be processed:

- With a reputable surety company authorized to do business in Alabama, and
- Approved by the State Superintendent of Education.

The PUBLIC OFFICIAL BOND form must contain 5 signatures before approval by the State Superintendent. The person being bonded and witness and the surety company representative and witness must all sign the bond form. The president or chairperson of the local board of education must sign and date the PUBLIC OFFICIAL BOND form.

The PUBLIC OFFICIAL BOND form, containing the 5 original signatures, must be submitted for the State Superintendent's approval. After approval, the original signed form will be returned to the local board of education.

A PUBLIC OFFICIAL BOND form should be processed for the entire term of office, either the elected term for certain county superintendents as stated in the law, or the term stated in the board minutes for appointed officials. If the minutes do not specify a term, the number of years on the bond should be "indefinite" or "continuous".

Local Superintendents of Education and Chief School Financial Officers must be bonded for a minimum of \$100,000 each.

Any other employee handling local board of education funds or school funds shall be covered by a fidelity bond, also called an *Employee Dishonesty Bond*. A bond that provides for a minimum amount of \$100,000 coverage, either per occurrence or annual coverage, is required. A blanket bond, or similar type of coverage, may be purchased to provide coverage for these other employees. Other types of similar bonds that may provide adequate coverage may be called ***Blanket Position Bonds, Blanket Public Official Bond, Blanket Position Public Official Bond, Name Schedule Bonds, Name Schedule Public Official Bonds, and Position Schedule Bonds.*** [*Blanket bonds and bonds for principals, school bookkeepers, cashiers, etc., do not need to be submitted to the State Department of Education.*]

***Errors and Omissions Insurance*** may be purchased to provide coverage for employee negligence, mistakes, or failure to take appropriate action in the performance of business or professional duties. However, this type of insurance does not provide the same coverage, and cannot be used as a substitute for fidelity bond coverage.

If you need additional information, contact the Alabama State Department of Education at telephone number (334) 694-4556.

*Revised August 2019*