

**BONDED EMPLOYEES AND OFFICERS**

The school district CEO/Business Manager must be bonded for an amount determined by the School Board. The bond of the Business Manager will not be less than the amount that may come into his possession at any one time during the school fiscal year.

School personnel authorized to be in charge of trust and agency funds must also be bonded. When several school district personnel need to be bonded, the Board will approve a blanket bond.

**Legal References:**

SDCL 13-16-19 Stewardship of agency funds  
SDCL 13-16-20 Disbursements authorized  
SDCL 13-8-18 Amount of business manager's bond  
SDCL 13-8-19 Approval and filing of bonds  
SDCL 13-8-20 New or additional bond required  
SDCL 13-8-21 Action on bond after default  
SDCL 3-1-5 Oath of office for civil officers  
SDCL 3-1-8 Acting as officer without qualifying – misdemeanor  
SDCL 3-19-1 Payment of indemnity allowed for claims against officers  
SDCL 3-19-2 Maximum payment or indemnity  
SDCL 3-19-3 Determination of payment

CGA (BUSINESS MANAGER JOB DESCRIPTION)

1<sup>st</sup> Reading-1/19/2016  
2<sup>nd</sup> Reading-2/16/2016  
Date Adopted-2/16/2016  
Last Revised-