



**AMBER QUIRK**  
 Regional Superintendent  
 DuPage County Schools  
 421 N. County Farm Road  
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Illinois State Board of Education  
 DuPage Regional Office of Education #19

**Treasurer's Bond (Internal Checklist)**

As required by school code, Treasurers of School Districts are to be properly bonded and General Obligation bonds are to be properly bonded.

<b><u>Basic Treasurer Duties Surety Bond (105 ILCS 5/8-2) and Treasurer Appointment:</u></b>	
1. Board Resolution Appointment of Treasurer signed by Board President and Board Secretary or Board Minutes if applicable.	
2. Board Certification of Resolution Appointment of Treasurer signed by Board Secretary or Board Minutes if applicable.	
3. Board Resolution Approving Surety Bond of Treasurer signed by Board President and Board Secretary.	
4. Board Certification of Resolution Approving Surety Bond of Treasurer signed by Board Secretary.	
5.State of Illinois — School Treasurer's Bond Illinois — Corporate Surety Form.	
6. Projected Highest Fund Balance for the School Year in which the surety bond will be in effect.	
7. ROE Treasurer's Bond Calculation Form (Shows the projected highest fund balance multiplied by 10%).	
Note: The State Board of Education (ISBE) continues to interpret the law to mean that school district treasurer must be bonded for 10% of the amount he has in custody at any given time, not the total amount over the course of a year.	
General Obligation Bonds / Issuances (105 ILCS 5/19-6 and 105 ILCS 5/8-2):	



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1. Board Resolution Approving Treasurer's Special Surety Bonds or Board Minutes and General Obligation Bonds signed by Board President and Board Secretary	
2. Board Certification of Resolution Approving Treasurer's Special Surety Bonds or Board Minutes and General Obligation Bonds signed by Board Secretary if applicable	
3. State of Illinois — School Treasurer's Bond Covering Special Bond Issue — Corporate Surety Form	
4. ROE Treasurer's Bond Calculation Form. (Shows the Anticipated Bond Proceeds multiplied by 10%)	

Questions regarding the items listed in this checklist should be directed to Lori Ladestic at [lladestic@dupageroe.org](mailto:lladestic@dupageroe.org).