

# BONDS

## OFFICIAL BONDS – IC 5-4-1

- Requires:
1. From parties (Grantor – Individual or Entity/Position)
  2. To parties (Grantee – Insurance Company)
  3. Indiana Code at top of document
  4. No notary necessary
  5. Signatures with typed or printed names below or next to each name
  6. Acknowledged by proper authority (i.e. Mayor, council, commissioner, clerk/treasurer, etc)
  7. If being signed by a POA, POA must be recorded and referenced or attached
  8. Social Security redaction statement
  9. Recorded at no fee
  10. Retained in Recorder's office for perpetuity, do not return

## APPROVAL AND REFERENCES NEEDED FOR RECORDING OFFICIAL BONDS

<b>County Officials:</b>	<b>Approved By</b>	<b>IC Reference</b>
County Auditor	County Commissioners	IC 5-4-1-18 (Ex. Marion County– Approved by Mayor)
County Treasurer	County Commissioners	IC 5-4-1-18 (Ex. Marion County– Approved by Mayor)
Clerk of the Circuit Court	County Commissioners	IC 5-4-1-18 (Ex. Marion County– Approved by Mayor)
County Sheriff	County Commissioners	IC 5-4-1-18 (Ex. Marion County– Approved by Mayor)
County Recorder	County Commissioners	IC 5-4-1-18 (Ex. Marion County– Approved by Mayor)
County Coroner	County Commissioners	IC 5-4-1-18 (Ex. Marion County– Approved by Mayor)
County Assessor	County Auditor	IC 5-4-1-18
Prosecuting Attorney	Clerk of the Circuit Court	IC 5-4-1-20
Prosecuting Attorney Investigator	Clerk of the Circuit Court	IC 33-39-4-1
County Surveyor	Clerk of the Circuit Court	IC 5-4-1-18
County Superintendent of Schools	Clerk of the Circuit Court	IC 5-4-1-18
County Superintendent of Schools – Joint Service & Supply Fund	Clerk of the Circuit Court	IC 5-4-1-18
County Highway Supervisor	Clerk of the Circuit Court	IC 5-4-1-18; 8-17-3-10
County Highway Engineer	Clerk of the Circuit Court	IC 5-4-1-18; 8-17-5-5
County Home Superintendent	Clerk of the Circuit Court	IC 5-4-1-18; 12-30-2-4
County Inspector of Weights & Measures	Clerk of the Circuit Court	IC 5-4-1-18; 36-9-37-7
Township Assessor	County Auditor	IC 5-4-1-18
 <b>Township Officials:</b>		
Township Trustee	County Auditor	IC 5-4-1-18
 <b>City Officials:</b>		
City Judge	Mayor	IC 5-4-1-18
City Controller	Mayor	IC 5-4-1-18
City Clerk	Mayor	IC 5-4-1-18
City Clerk-Treasurer	Mayor	IC 5-4-1-18
City Manager (Third-Class City)	Mayor	IC 36-4-12-8

City Inspector of Weights & Measures	Mayor	IC 5-4-1-18; 24-6-3-5
All Other City Officers (Ex. Mayor & Common Council)	Mayor	IC 5-4-1-18
Police Pension Secretary	Mayor	IC 36-8-6-3
Utility Superintendent	Mayor	IC 8-1.5-3-5
Barrett Law Fund Custodian	City Council	IC 5-4-1-18; 36-9-37-7

<b>Town Officials:</b>	<b>Approved By</b>	<b>IC Reference</b>
Town Clerk-Treasurer	Town Council	IC 5-4-1-18
Town Manager	Town Council	IC 36-5-5-5
Town Marshal	Town Council	IC 5-4-1-8
Deputy Town Marshal	Town Council	IC 36-5-7-6
Town Judges	Town Council	IC 5-4-1-18
Barrett Law Fund Custodian	Town Council	IC 5-4-1-18; 36-9-37-7
Police Pension Secretary	Mayor	IC 36-8-6-3
Utility Superintendent	Mayor	IC 8-1.5-3-5

<b>Conservancy District Officials:</b>		
Financial Clerk	District Board of Directors	IC 5-4-1-18; 13-3-3-42; 14-33-5-18

<b>School Corporation Officials:</b>		
School Corporation Treasurer	Board of School Trustees	IC 20-26-4-5
School Corp. Deputy Treasurer	Board of School Trustees	IC 20-26-4-5
School Extra-Curricular Treasurer	School Superintendent & Principal	IC 20-41-1-6
Treasurer School Lunch Fund	Board of School Trustees	IC 20-41-2-6
Treasurer School Text Book Fund	Board of School Trustees	IC 20-41-2-6

<b>Library Officials:</b>		
Treasurer	Library Board	IC 36-12-2-22

<b>Hospital Officials:</b>		
Executive Director	Hospital Board of Trustees	IC 16-22-2
Treasurer	Hospital Board of Trustees	IC 16-22-2
Assistant Treasurer	Hospital Board of Trustees	IC 16-22-2
Blanket Bond (Employees)	Hospital Board of Trustees	IC 16-22-2