

# Maine Municipal Association Property & Casualty Pool Application



## *Faithful Performance of Duty*

The Faithful Performance Application must be completed by all **Town Clerks, Water and Sewer Clerks, Treasurers, Tax Collectors, Bookkeepers, Finance Directors and ALL of their Deputies.** For municipalities whose school departments is included in the MMA Property & Casualty Pool coverage, this form must also be completed by the **school's Treasurer and Finance Director.**

Name of Entity: _____	
Name of Applicant: _____	
Applicant's Home Address: (Street Address, City, State & Zip Code) _____	
Official Title / Position Held: _____	
Elected	Date: _____
Appointed	Date: _____

1. Amount of money handled by you during the annual term (fiscal year)?	\$ _____
2. Largest amount of money at any one time under your control?	\$ _____
How long is the amount reflected above under your control?	_____

3. Have you, personally or professionally:		
A. Had any lawsuits or judgements brought against you?	Yes	No
B. Ever been convicted of a crime or accepted a plea-bargain?	Yes	No
If yes, please explain: _____		
4. Have you ever applied for a bond previously and been denied?	Yes	No
If yes, which surety and why? _____		

5. Do you have the authority to withdraw funds from depository by check?	Yes	No
If yes, is a countersignature required? Yes No By whom? _____		
6. To whom and when do you make a report of financial irregularities and delinquencies?		
To Whom: _____	When: _____	
7. Number of subordinates reporting to you: # _____ N/A How many of these handle funds? # _____		
Are you aware if any of these subordinates have been convicted of a crime or accepted a plea-bargain? If yes, please explain on a separate sheet.		
	Yes	No

8. List cash management training and any other job related training the Applicant has attended in the last year.	
Training: _____	Dates: _____

**To the best of the applicant's knowledge and belief, the information provided above is accurate and complete.**

Applicant's Signature	Printed Name	Title	Date
-----------------------	--------------	-------	------