



# Member Crime Questionnaire

Name of Political Subdivision: \_\_\_\_\_

**Audits:**

Yes  No Is there an audit by a CPA, public accountant or equivalent, independent of your organization?  
**IF YES**, how often:  Quarterly  Semi-Annually  Annually

Yes  No Is there an internal audit by an Internal Audit Department under the control of an employee who is a public accountant or equivalent?

**IF YES TO EITHER OF THE ABOVE**, to whom are the reports rendered?

County Commissioner  Other: \_\_\_\_\_

**Internal Audits**

Employees who reconcile bank accounts also:

Yes  No Handle bank deposits?  Yes  No Sign Checks?  
**IF YES TO EITHER**, please list the position/office of the employee: \_\_\_\_\_

Yes  No Are accounts receivable periodically verified by persons not responsible for maintaining cash receipts or accounts receivable records?

Yes  No Is there a complete inventory by physical count at least annually of materials and equipment?

Yes  No Are at least two signatures required on checks?  
**IF YES**, over what threshold? \$ \_\_\_\_\_  
**IF NO**, please list the position/office of the employees who can sign checks:  
 \_\_\_\_\_

Yes  No Do vouchers or other supporting records accompany all checks to be signed?

Yes  No Are securities subject to joint control? **IF NO**, Explain:  
 \_\_\_\_\_

**Loss Experience:**

List all crime losses (**insured and/or uninsured**) for the last 3 years: Check here if none:

Date	Loss Amount	Description of Loss

**Rating Data:**

Number of: a) Employees (including part-time): \_\_\_\_\_ b) Locations: \_\_\_\_\_

Annual Operating Revenues: \$ \_\_\_\_\_

Yes  No Is there a safe with a combination located at the main location?

Provide for exposures at main location:

While:	Cash	Securities & Retail Checks	Non-Retail Checks	Payroll Checks
Open for business:	\$	\$	\$	\$
In custody of messenger:	\$	\$	\$	\$

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Recommended Crime Coverages for Texas Counties

COVERAGE FORM	CAUSE OF LOSS	PROPERTY COVERED	CULPRIT	PLACE WHERE EFFECTIVE
O	Public Employee Dishonesty Per Loss	All property including Money & Securities, that is owned or held by the Insured, or for which the Insured is legally liable	Any Employee (as defined) <u>except</u> those required by law to have a bond	U.S. & Canada Plus 90 Day Travel Extension
B	Forgery & Alteration	Checks & drafts Issued by the Insured, Credit Cards by Endorsements	Anyone <u>but</u> an Employee, Director, or Trustee	Insured's Bank Account
C	Theft, Disappearance & Destruction	Money & Securities Only (Securities include checks and credit card receipts)	Anyone <u>but</u> an Employee, Director, Trustee or authorized representative	Inside & Outside the Premises
D	Robbery & Safe Burglary	Property Other Than Money & Securities	Anyone <u>but</u> an Employee, Director, Trustee or authorized representative	Inside & Outside the premises in the care and Custody of a Custodian or Messenger
R	Counterfeit Paper Currency & Money Orders	Counterfeit U.S. and Canadian money orders, counterfeit U.S. or Canadian paper currency	Anyone <u>but</u> an Employee, Director, Trustee or authorized representative	Within United States of America

COVERAGES AVAILABLE THROUGH THE TEXAS ASSOCIATION OF COUNTIES:

**AUTOMOBILE PHYSICAL DAMAGE**

**CRIME**

**PROPERTY**

**AUTOMOBILE LIABILITY**

**GENERAL LIABILITY**

**LAW ENFORCEMENT LIABILITY**

**PUBLIC OFFICIALS LIABILITY**

**WORKERS' COMPENSATION**

**UNEMPLOYMENT FUND**

**GROUP HEALTH**

PLEASE SEND THIS APPLICATION TO:  
TEXAS ASSOCIATION OF COUNTIES RISK MANAGEMENT POOL  
P.O. BOX 2131  
AUSTIN, TEXAS 78768  
TEXAS TOLL FREE: (800) 456-5974  
FAX: (512) 478-1426  
[www.county.org](http://www.county.org)