

SPECIAL CONFIDENTIAL REPORT – SECTION 1, PAGE 1  
(Preliminary report to be filed within forty-eight hours after discovery)

NOTE: File one copy with the Division of Local Government Services, and where a shortage develops, one copy with the municipality, county, or regional services agency.

LOCAL UNIT: \_\_\_\_\_ MUNI CODE: \_\_\_\_\_

COUNTY: \_\_\_\_\_

1. OFFICIAL

- (a) Name and Title:
- (b) Length of service:
- (c) Name of other person working in or having access to the same:
- (d) Duties of persons referred to in (c):

2. AMOUNT INVOLVED \$ \_\_\_\_\_

(If amount involved is not definitely known, so state, but give known amounts and facts as determined to date – render supplemental reports of findings from time to time and give final report in Section 2.)

3. DISCOVERY

- (a) Date
- (b) Facts and circumstances leading to discovery (attention is directed to the text of the “Requirements of Audit”):

4. SURETY BONDS

Corporate

- (a) Amounts and Company \_\_\_\_\_
- (b) New bond each year            Yes \_\_\_\_            No \_\_\_\_
- (c) Continuation certificate        Yes \_\_\_\_            No \_\_\_\_

Personal

- (d) Name, address, and business of each bondsman:
- (e) Amount:

SPECIAL CONFIDENTIAL REPORT – SECTION 1, PAGE 2

LOCAL UNIT: \_\_\_\_\_ MUNI CODE: \_\_\_\_\_

COUNTY: \_\_\_\_\_

5. REPORTED TO

(a) Governing Body

(1) How – written or oral

(2) Date

(b) Bonding Company

(1) By whom

(2) Company Direct

(3) Agent of Company

(4) How

(5) Date

(c) Prosecutor

(1) By whom

(2) How

(3) Date

Date \_\_\_\_\_ 20\_\_\_\_

Signed \_\_\_\_\_

Print Name: \_\_\_\_\_

Registered Municipal Accountant

SPECIAL CONFIDENTIAL REPORT – SECTION 2, PAGE 3  
(To be filed upon completion, or reasonable determination of amount)

LOCAL UNIT: \_\_\_\_\_

MUNI CODE: \_\_\_\_\_

COUNTY: \_\_\_\_\_

6. METHOD OR METHODS USED BY OFFICIAL

- (a) In obtaining funds
- (b) In covering up shortage

7. SHORTAGE AMOUNT AS DETERMINED AT THIS DATE, AND DATE OF DETERMINATION

8. REPORT OR REPORTS TO

- (a) Governing Body
  - (1) How – written or oral
  - (2) Date
- (b) Bonding Company
  - (1) By whom
  - (2) To Whom
  - (3) How reported
  - (4) Date
- (c) Prosecutor
  - (1) By whom
  - (2) How
  - (3) Date

Date \_\_\_\_\_ 20\_\_\_\_

Signed \_\_\_\_\_

Print Name: \_\_\_\_\_

Registered Municipal Accountant

SPECIAL CONFIDENTIAL REPORT – SECTION 3, PAGE 4  
(To be filed upon disposition of case)

LOCAL UNIT: \_\_\_\_\_ MUNI CODE: \_\_\_\_\_

COUNTY: \_\_\_\_\_

9. DISPOSITION OF SHORTAGE OF \_\_\_\_\_

- (a) Repayment by
- (b) Terms of Bonding Company Settlement

10. REMARKS (Note: Legal or criminal action and results)

Date \_\_\_\_\_ 20\_\_\_\_

Signed \_\_\_\_\_

Print Name: \_\_\_\_\_

Registered Municipal Accountant

Note to Registered Municipal Accountant: No report will be considered complete until all three (3) sections are filed.