



## MARINA/BOAT DEALERSHIP SUPPLEMENTAL APPLICATION

### CRIME / EMPLOYEE DISHONESTY

**Insured Name:** \_\_\_\_\_ **Policy Period From:** \_\_\_\_\_ **To:** \_\_\_\_\_

1. Limit of Insurance Required: \$ \_\_\_\_\_  Blanket  Scheduled Deductible requested: \$ \_\_\_\_\_
2. Number of employees, including officers and directors: \_\_\_\_\_
3. List all persons managing funds:

Name	Title

4.  Yes  No Are references required on newly hired employees?
5.  Yes  No Do the persons managing funds turn over this function to another for a period of 2 weeks, every year to prevent theft?
6.  Yes  No Are Invoices or Requisitions kept? *(This documents what item or service is being paid for, who the vendor is, and who authorized the item or service.)*
7.  Yes  No Are Invoices or Requisitions, Check Register and Bank Statement cross-checked against each other?
8. Largest amount of petty cash kept on hand: \$ \_\_\_\_\_
9.  Yes  No Is money ever stored in the building overnight?  
 If "Yes," state the amount \$ \_\_\_\_\_ and how is the money stored: \_\_\_\_\_
10. All receipts are deposited in a bank within:  2 days  1 week  Over 1 week
11.  Yes  No Are all incoming checks immediately stamped "For Deposit Only"?
12.  Yes  No Do all outgoing checks require 2 signatures?  
 If "No," do checks over a certain amount require 2 signatures?  Yes  No  
 If "Yes," please indicate amount: \$ \_\_\_\_\_
13. By whom (CPA, Public accountant, staff member) are the accounts examined/audited? \_\_\_\_\_  
 How often? \_\_\_\_\_
14. When were the accounts last examined? \_\_\_\_\_
15.  Yes  No Do audits include inventory?
16.  Yes  No Will securities be subject to joint control of two or more responsible employees?
17.  Yes  No Are all officers and employees required to take annual vacations of at least 5 consecutive business days?