



**Section:** *Local Board Procedures*

**Title:** *Duties of the Treasurer*

**Adopted:** 6-17-98

**Revised:**

**009** *Duties of the Treasurer*

*The treasurer shall receive all state appropriations, district school taxes, and other funds belonging to the School District, and make payments out of the same on proper orders approved by the Board. The treasurer may pay out of such funds on orders which have been prepared for and signed by the secretary and the president without approval of the Board having been secured, for the payment of amounts owing under any contracts, which the District will receive a discount or other advantage.*

*The treasurer shall deposit the funds belonging to the School District in the school depository as directed by the Board, and shall at the end of each month make a report to the Board of the amount of funds received and disbursed by him during the month. All deposits of school funds by the treasurer shall be in the name of the school district.*

*As custodian of the funds of the District, the treasurer shall invest, according to law, all excess funds of the District.*

*The treasurer will bring to the attention of the Board any occurrence that will impact on the financial well being of the District.*

*The treasurer will be required to present a surety bond, the amount to be determined by the Board of School Directors, the cost of which shall be paid by the Board.*

*The treasurer's accounts shall be audited annually at the close of the fiscal year by the Board appointed auditor.*

**Section:**        *Local Board Procedures*

**Page:**            *009.2*

**009**    *Duties of the Treasurer (Continued)*

*The treasurer shall perform such other acts and duties pertaining to the District as the Board may direct, or as may be required of him by law.*

**Section:**        *Board of Education*  
**Title:**            *Duties of the Treasurer*  
**Adopted:**       *6-17-98*  
**Revised:**