

Duties of the Treasurer

The Treasurer of the District shall be appointed yearly by the Board of Trustees upon recommendation of the Superintendent at the Board’s annual meeting in July.

The Treasurer shall have such additional duties as shall be prescribed by the Superintendent and the Board, and shall perform those duties and responsibilities outlined in their job description

The Treasurer will have custody of all school funds and may co-sign District warrants and checks. He/She shall keep all district books and accounts, and pay all district bills upon authorization of the Board. He/She shall prepare a financial report and summary each month and shall keep a running account of the District’s financial standing relative to the annual budget.

The Treasurer is authorized with the approval of the Superintendent of Schools to invest all school district funds in the most expedient and secure ways.

The Treasurer is authorized to issue checks with the approval of the Superintendent of Schools for certain routine bills such as investment checks, postage, petty cash, travel expenses, and various payroll withholdings. The Treasurer is also authorized to issue checks with the approval of the Superintendent for certain special bills such as refunds, emergency services, or to take advantage of major discounts. All bills shall be submitted to the board for payment approval at the regular monthly meeting.

The Treasurer shall account for the deposit of all moneys of the District in accordance with the provisions of the public depository law (Chapter 1, Title 57, Idaho Code).

The Board may appoint one (1) or more assistant treasurers who shall have such duties as prescribed by the Board. Assistant treasurers shall act at and under the control, supervision and direction of the Treasurer.

Legal references:	I.C. § 33-506	Organization and government of board of trustees
	I.C. § 33-509	Duties of the treasurer
	I.C. § 33-509A	Assistance treasurers

Policy History:

Adopted on: August 13, 2007

Revised on: October 14, 2013

Prior policy Article III, section D.