

Appointed Board Officials – Business Manager

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The Board will employ a Business Manager who shall be authorized to make all purchases for the School Board, in compliance with State Law and within the budget approved by the Board. The Business Manager shall be an associate of the Superintendent and act as the Clerk and Treasurer of Bon Homme School District. The Business Manager is designated by the Board to be responsible for receiving and properly accounting for all funds of the district and will report all financial information to the State as required. The Board will receive monthly financial reports from the Business Manager that will include a statement of operating receipts and expenditures, balances, budget position report, and any other financial information that should be brought to the Board's attention. It is the responsibility of the Business Manager to prepare monthly financial reports for the Board's review, including budget, Trust & Agency, and special accounts.

Other duties of the Business Manager include:

Keeping an accurate record of the Board proceedings. The Business Manager will be responsible for the safekeeping of the minutes.

Assuming responsibility for a detailed account of all Board business and preparation of periodic and annual reports of the receipts and expenditures of the district.

Issuing of all warrants for the payment of verified bills, salaries, and contracts approved for payment by the Board.

Publishing proceedings of the Board consistent with laws regarding the publication of Board minutes.

Preparing and distributing the agenda and other appropriate communications to Board members in advance of the regularly scheduled meetings.

Assuming responsibility for the conduct of school elections.

Performing such other duties as the Board may require and as required by Law.

Legal References:

SDCL 13-8-18 (Amount of Business Manager's Bond)

SDCL 13-8-35 (Publication of minutes of Board)

SDCL 13-8-43 (Records of Business Manager open to public inspection)

Adopted: June, 1989

Revised: November, 1995; March 8, 2010