

Board of Education Policy

DUTIES OF THE EXTRA-CLASSROOM ACTIVITIES FUNDS TREASURER

I. Responsibilities

- A. The Extra-Classroom Activities Funds Treasurer is appointed by the Board of Education and is responsible for the supervision of the Extra-classroom activities funds. Reference Policy #5250 for administering extra-classroom activities funds.

II. Duties

- A. Countersigns all checks disbursing funds from the Extra-classroom Activities Account;
- B. Provides general supervision to ensure that all receipts are deposited and the disbursements are made by check only;
- C. Maintains records of all receipts and expenditures;
- D. Submits records and reports to the Board as required;
- E. Assumes duties that are customary to the position.

Reference: 8 NYCRR Part 172

Cross-ref: Policy No.5250,
Regulation 5250-R

Adopted: 02/09/2005

Reviewed: 11/18/2009 08/26/2015 11/20/2019

Revised: 12/16/2009 09/30/2015 12/11/2019