

Board of Education Policy

DUTIES OF THE SCHOOL DISTRICT TREASURER

The Treasurer and Deputy District Treasurer (if applicable) is annually appointed by the Board of Education at the Annual Organizational Meeting and will be covered by a blanket bond. In addition to the routine duties of accounting, filing, posting and preparing reports and statements concerning District finances, the District Treasurer shall perform other specific tasks as follows:

1. Act as custodian of all money belonging to the District;
2. Receive all monies belonging to the District;
3. Deposit monies received in banks designated by the Board;
4. Pay all authorized obligations of the District, with the exception of payroll and extra-classroom activities, as directed;
5. Maintain proper records and files of all checks, and approved payment of bills and salaries;
6. Maintain financial ledgers, records and reports as may be properly required to afford the District an acceptable and comprehensive financial accounting of the use of its money and financial transactions;
7. Sign all checks drawn on District funds accounts;
8. Assumes other duties customary to the office;
9. Report monthly, when practicable, to the Board the state of all accounts.

No monies shall be paid out or disbursed by the Treasurer or Deputy District Treasurer (if applicable) except upon the written order of the Board of Education or Claims Auditor should the Board of Education appoint one.

Reference: Education Law §2130

Adopted: 02/09/2005

Reviewed: 11/18/2009 08/26/2015 11/20/2019 06/14/2023

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