

**The Board of Trustees
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 January.

The Treasurer shall have custody of all school funds and may cosign District warrants and checks. He or she shall keep all district books and accounts, and pay all district bills upon authorization of the Board. He or 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, 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, for certain routine bills such as investment checks, postage, petty cash, travel expenses, and various payroll withholdings.

The Treasurer is 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 monies 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.

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

Legal references:

[I.C. § 33-506](#) Organization and government of board of trustees.

[I.C. § 33-509](#) Duties of Treasurer.

[I.C. § 33-509A](#) Assistant Treasurers

[I.C. § 33-701](#) Fiscal year – Payment and accounting of funds

[I.C. § 33-702](#) School Warrants -- How Drawn

[I.C. § 33-703](#) Call of Warrants for Payment

[I.C. § 33-704](#) Warrants Not Presented Within Two Years

[I.C. § 33-705](#) Activity Funds

[I.C. § 57-135](#) Treasurer's Monthly Report

Policy History:

Adopted on: August 13, 2007

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Prior policy Article III, section D.