Board Policy 1230: Duties of the Treasurer

Status: ADOPTED

Original Adopted Date: 05/03/2013 | Last Reviewed Date: 07/15/2025

The treasurer who was duly elected by the Board of Trustees in July shall perform the following duties:

The person shall deposit all moneys belonging to the public school district; draw all moneys belonging to the public school district and deposit said moneys for the Board of Trustees; pay money belonging to the school district only upon approval of the Board; reconcile all bank accounts monthly and keep a record by fund showing, at all times, the amount of money in each particular fund; prepare and submit in writing a monthly report showing all investments, funds applicable to due rates and amounts; prepare and submit in writing a monthly report to assure the Board of Trustees of proper depository security to cover all funds belonging to the public school district; invest idle funds under the direction of the superintendent of schools; be placed under a fidelity bond in an amount determined by the Board or under personal bond; attend any Board of Trustees meeting when requested; and perform other duties as the Board of Trustees shall designate.

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Legal References	Description
IC § 33-506	District Trustees - Organization and Government of Board of Trustees
IC § 33-509	Duties of the Treasurer
IC § 33-509A	Assistant Treasurers

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/