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| <h1>POLICY</h1> | 2009 | 1332 |
| | By-Laws | |

Subject: Duties of the School District Treasurer

The Treasurer is 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:

- a) To act as custodian of all monies belonging to the school district and lawfully deposit these monies in the depositories designated by the Board;
- b) To pay all authorized obligations of the District as directed;
- c) To maintain proper records and files of all checks, and approved payment of bills and salaries;
- d) To make all such entries and post all such 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 monies and financial transactions;
- e) To sign all checks drawn on District fund accounts.
- f) Other duties customary to the office.

Duties – Education Law Sections 2122, 2503

Bond – Education Law Section 2130, Part 5

Adopted: Board of Education 1987

Approved: Board of Education
June 22, 2005

Approved: Board of Education
January 14, 2009