

<h1>POLICY</h1>	2009	1335
	By-Laws	

Subject: Duties of the School Activities Treasurer

The School Activities Treasurer is appointed by the Board of Education and is responsible for the supervision of the school activities funds.

The Treasurer's duties include the following:

- a) Countersign all checks disbursing funds from the Extra-classroom Activities Account;
- b) Provide general supervision to ensure that all receipts are deposited and that disbursements are made by check only and reconciled;
- c) Maintain records of all receipts and expenditures;
- d) Submit records to the Board as required;
- e) Other duties customary to the position.

Commissioner's Regulations 172.2

Adopted: Board of Education 1987

Approved: Board of Education
June 22, 2005

Approved: Board of Education
January 14, 2009