

# POLICY

1986  
Updated: 08/23/06

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 general routine duties of accounting, filing, posting media, and preparing reports 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 from whatever source, and shall lawfully deposit these monies in the depository 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 sign all checks drawn on district fund accounts.

Duties-Education Law Section 2122, 2503  
Bon-Education Law Section 2130, Part 5