

BOARD OF DIRECTORS

Treasurer of the Board

At a regular or special meeting of the Board held in July (prior to or on July 15), the Board shall appoint a treasurer. Term of office shall be for one year. The treasurer shall qualify within 10 days following appointment. The treasurer may be another employee of the district.

The treasurer of the Board shall:

- Receive all moneys belonging to the school district and make payments only upon the order of the president countersigned by the secretary.
- Receive warrants signed by the president and countersigned by the secretary of the Board.
- Keep an accurate record of all receipts and expenditures of school funds.
- Register all orders drawn and reported to him/her by the secretary showing the number, date, to whom drawn, a fund upon which drawn, purpose, and amount.
- Keep accurate separate accounts for the General Fund, Physical Plant and Equipment Levy Fund (PPEL), Playground Educational Recreational Levy Fund (PERL) and the School Infrastructure Local Option Fund (SILO)
- Render a financial statement whenever required by the Board and keep books open for inspection at all times.
- Make an annual report to the Board at its regular July meeting and file a copy with the area superintendent, county treasurer, and state superintendent.
- Deposit school funds in the banks designated by the Board as the official depositories with any changes authorized by the Board.
- Keep a record on bond buyers.
- Furnish to the Board a sworn statement from each depository bank, showing balance as of June 30.
- Receive apportionment of school funds and monthly payment of taxes from the county treasurer.
- Receive and disburse playground funds.
- Keep a record of persons to whom interest-bearing school bonds are sold.

Revised and adopted: 11-12-84, 01-15-07

Reviewed: 6-25-90, 10-18-93, 11-18-96, 8-16-99, 01-20-03, 01-15-07