

Board Policy

Code No. 206.4

TREASURER

It is the responsibility of the board to appoint a treasurer. The board may appoint a treasurer from its employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the treasurer will take the oath of office at the annual meeting or no later than ten days thereafter.

The treasurer is a volunteer position and serves as a non-voting advisor to the Board. The term of appointment shall be for one year.

The Treasurer of the Board shall:

- Serve as a member of the District Finance Committee.
- Be an advisor to the Board on financial issues.
- Be an advisor to the Director of Financial and Business Services on Investments.

The Director of Financial & Business Services shall:

- Receive all monies belonging to the school district.
- Issue paychecks 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 checks drawn and reported to the Treasurer by the Secretary showing the number, date, to whom drawn, fund upon which it is drawn, the purpose and amount.
- Render a monthly financial statement to the Board and keep books open for inspection at all times.

Legal Reference: Iowa Code §§ 12B.10; 12C; 279.3, .31-.33; 291.2-.4, .8, .11-.14 (2013).
281 I.A.C. 12.3(1).
1978 Op. Att'y Gen. 328.

Cross Reference: 202.2 Oath of Office
206.3 Secretary
210.1 Annual Meeting of the Board
215 Board of Directors' Records
704.3 Investments
707 Fiscal Reports

Approved: August 14, 1967

Reapproved: March 16, 1970
August 17, 1987
January 21, 1991
February 7, 1994
February 3, 1997
January 11, 2010

Revised: August 5, 1974
November 3, 1980
November 19, 1984
July 10, 2000
February 3, 2003
January 10, 2005
June 19, 2006
September 17, 2007
February 3, 2014