

TREASURER

It shall be the responsibility of the Board of Education to appoint a Board Treasurer. The Board Treasurer shall be an employee of the district, other than a position requiring a teaching certificate. To finalize the appointment, the Board Treasurer shall take the oath of office during the meeting at which the individual was appointed or no later than 10 days thereafter.

It shall be the responsibility of the Board Treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the Board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities.

The Board Treasurer shall report to the Board on a regular basis (at minimum, quarterly) about the receipts, disbursements and balances of the various funds. This report shall be in written form and included with the agenda.

If the Board Treasurer is unable to carry out the duties required, the Board President may appoint a temporary Board Treasurer who shall assume those duties until the Board Treasurer is able to resume his/her responsibilities or until a new Board Treasurer is appointed.

The Board Treasurer will give bond or be covered by an insurance policy in an amount set by the Board. The cost of the bond or insurance policy will be paid by the school district.

Legal Ref: Iowa Code §§ 12B.10; 12C; 279.3, .5, .7, .31-.33, .35; 291.2-.4, .6-.12, .14.
281 I.A.C. 12.3(1).

Cross Ref: 202.2 Oath of Office
206.3 Secretary
210.1 Annual Meeting
215 Board of Directors' Records
215-E1 Board of Directors' Records – Board Meeting Minutes
701.1 Depository of Funds
704.3 Investments

ADOPTED: 4/26/93
10/20/99
11/14/02
10/4/07
8/26/24

Reviewed: 3/93, 11/14/02, 11/13/03, 10/4/07, 3/7/12, 4/6/17, 2/3/22, 8/1/24