

TREASURER

It shall be the responsibility of the board to annually appoint a treasurer. The board may annually appoint a treasurer from its employees, other than a position requiring a teaching certificate, or from the public at the board meeting held each year after July 1, and prior to August 15, to serve a one-year term of office. To finalize the appointment, the treasurer shall take the oath of office at the meeting or no later than ten days thereafter.

It shall be the responsibility of the 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. *[It shall also be the responsibility of the treasurer to work with the secretary to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district.]*

If the treasurer is unable or unwilling to carry out the duties required, it shall be the responsibility of the School Board to carry out the duties of the treasurer.

The treasurer shall give bond in an amount set by the board. The cost of the bond will be paid by the school district.

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