

SAYDEL COMMUNITY SCHOOL DISTRICT

TREASURER

It will be the responsibility of the Board to annually appoint a board treasurer. To finalize the appointment, the board treasurer will take the oath of office during the meeting at which the individual was appointed or not later than ten days thereafter.

It will 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. It will also be the responsibility of the board treasurer to coordinate the financial records, the financial reports and the cash flow needs of the school district.

In the event the board treasurer is unable to fulfill the responsibilities set out by the Board and the law, the superintendent will assume those duties until the board treasurer is able to resume the responsibility or a new board treasurer is appointed.

Legal Reference: Iowa Code 12B.10; 12C; 64; 277.27; 279.3, .5, .7, .31 - .33, .35; 291.2 - .4, .6 - .15; 299.10, .16 (1995)
281 I.A.C. 12.3(1).
1978 Op. Att'y Gen. 328.

Cross Reference: 202.2 Oath of Office
210.1 Annual Meeting
215 Board of Directors' Records
704.3 Investments
707 Fiscal Reports
708 Care, Maintenance and Disposal of School District Records

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