

~~9060 — DUTIES OF THE TREASURER~~

The Treasurer of the School Board shall perform the following duties:

- ~~1. The Treasurer, before entering upon the duties of the office, shall be instructed in the faithful discharge of the duties of the Treasurer according to law and in conformity to the policies of the School Board.~~
- ~~2. It shall be the duty of the Treasurer to receive and have custody of all monies belonging to the Board. The Treasurer shall immediately deposit such monies in the bank or banks designated by the School Board as its repositories.~~
- ~~3. The Treasurer shall submit, as often as may be required by the School Board or its Business Affairs Committee, the following reports:
 - ~~a. A full account of all cash received by the Treasurer after entering upon the Treasurer's duties or subsequent to the last Treasurer's report.~~
 - ~~b. Reports of payments made by the Treasurer, together with names of payees.~~
 - ~~c. The amount of cash balances belonging to the School District which are in the Treasurer's care.~~~~
- ~~4. At the close of the year the Treasurer shall submit a report of all receipts and disbursements of the year as provided by law.~~
- ~~5. The Treasurer shall at all times hold open for the inspection of the School Board all records belonging to the Treasurer's office. All such records shall be understood to be the property of the School Board and School District.~~
- ~~6. The Treasurer shall perform such other duties as are required by law.~~

~~Adopted: 06-09-1970 ISD-709~~

~~Revised: 06-08-1976~~

~~03-08-1983~~

~~06-20-1995 ISD-709~~