

## Policy Information

### Series 1000 - By-Laws

#### Duties of the Treasurer and Deputy Treasurer

Policy # 1314, 3.1.4

## POLICY

1995 1314

By-Laws

### SUBJECT: DUTIES OF THE TREASURER AND DEPUTY TREASURER

The Treasurer shall be appointed by the Board at the annual organization meeting. The term of office of the Treasurer shall be one year. The duties of the Treasurer shall be to:

- a. Act as custodian of all money belonging to the District;
- b. Receive all money belonging to the District;
- c. Deposit money received in banks designated by the Board;
- d. Disburse District money on written order of officials of the Board;
- e. Give detailed monthly accounts of money budgeted, received and disbursed;
- f. Provide a monthly Treasurer's Report;
- g. Provide timely billings to subscribers for services.

A complete description of duties for the Treasurer and Deputy Treasurer will be maintained in the personnel office.

A Deputy Treasurer shall be appointed at the annual organizational meeting and will be fully authorized to act in the absence of the Treasurer.

Education Law Section 1950(4)(j)

Board Approved

2/2/94

7/18/95