

POLICY

1999

1332

By-Laws

SUBJECT: DUTIES OF THE SCHOOL DISTRICT TREASURER

The Treasurer is appointed by the Board of Education at the Annual Organizational Meeting and will be covered by a blanket bond. In addition to the routine duties of accounting, filing, posting and preparing reports and statements concerning District finances, the District Treasurer shall perform other specific tasks as follows:

- a) Receives and deposits all receipts; signs all disbursements authorized by the Board of Education.
- b) Prepares monthly report of receipts and disbursements;
- c) Projects cash flow, invests idle funds, solicits quotations from banks, etc.
- d) Prepares necessary materials for sale of tax anticipation notes, including contracts with attorneys; preparation of notes, resolutions, etc.
- e) Maintains general ledger for all School District funds and reconciles data processing subsidiaries monthly.
- f) Prepares financial reports (ST-3, SA 122) as required.
- g) Maintains liaison with auditors.
- h) Makes payments of bond principal and interest; maintains bond and note register and verifies cremation charges from paying agent.
- i) Attends regular meetings of the Board of Education.
- j) Prepares monthly reconciliation of all bank accounts.
- k) Distributes public library funds.
- l) Makes periodic reports of withholding and sales taxes to proper agencies as required.
- m) Prepares cafeteria monthly statement of profit or loss.
- n) Records and receives fees for use of facilities by outside organizations.
- o) Assumes other duties customary to the office.

Duties-Education Law Section 2122
Bond-Education Law Section 2130, Part 5
8 New York Code of Rules and
Regulations(NYCRR) Section 170.2(o) and (p)

Adopted: 6/16/99