

002.3.4

### **TREASURER**

The District Treasurer shall be appointed by the Board, for a period of one (1) year. Such appointment shall be made at the reorganizational meeting. The Treasurer is to be bonded in an amount fixed and approved by the Board.

The Treasurer's duties are as follows:

1. Custodian for the District's monies and accounts.
2. Supervises the receipts and disbursements of District monies.
3. Supervises the investment of District monies on the direction of the Board.
4. Is responsible for the issuance of checks and invoices.
5. Supervises the District bookkeeping system.
6. Presents a monthly budget status report.

APPROVED: BOARD OF EDUCATION

DATE: June 14, 1988

REVISED: March 2, 1993  
November 15, 2016