

TREASURER OF THE BOARD

The Treasurer of the Board shall be appointed at a regular or special meeting of the Board held in July or August prior to or on August 15. The treasurer may be another employee of the Board.

Duties of the Treasurer:

1. The treasurer shall receive all monies belonging to the corporation, pay the same out only upon the order of the president countersigned by the secretary, keeping an accurate account of all receipts and expenditures in book provided for that purpose. He/She shall register all orders drawn and reported to him/her by the secretary showing the number, date, to whom drawn, the fund upon which drawn, the purpose and amount.

2. The money collected by a tax authorized by the electors or the proceeds of the sale of bonds authorized by law or the proceeds of a tax estimated and certified by the Board for the purpose of paying interest as authorized by law, shall be called the schoolhouse fund and, except when authorized by the electors, may be used only for the purpose for which originally authorized or certified. All other monies received for any other purpose shall be called the general fund. The treasurer shall keep a separate account with each fund, paying no order that fails to state the fund upon which it is drawn and the specific use to which it is to be applied.

3. He/She shall render a statement of the finances of the corporation whenever required by the Board, and his/her books shall always be open for inspection.

4. He/She shall make an annual report to the Board not later than August 15, which shall show the amount of the general fund and the schoolhouse fund held over, received, paid out, and on hand, the several funds to be separately stated.

LEGAL REFERENCE: Code of Iowa, Chapters 279.3; 291.2; 291.12-291.15; 298

DATE OF ADOPTION: January 14, 1981

DATE OF REVIEW: November 19, 2007

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MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT
DELHI, IOWA 52223