

BOARD OF EDUCATION - Series 200

202 Specific Duties of the Board

202.5 Treasurer

It shall be the responsibility of the board to appoint a treasurer. The board may appoint a treasurer from its employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the treasurer shall take the oath of office at the meeting or no later than ten days thereafter.

It shall be the responsibility of the treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities. It shall also be the responsibility of the treasurer to work with the board secretary to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district.

If the treasurer is unable or unwilling to carry out the duties required, it shall be the responsibility of the Central Office staff to carry out the duties of the treasurer.

The treasurer shall give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Adoption Date: January 24, 1983

Review Date: October 11, 2010

Revision Date: December 14, 1999
May 11, 2005

Legal References: Iowa Code Sections 12B.10; 12C; 279.3; .31-.33; 291.2-.4,.8,.11-.14 (1995).
281 I.A.C. 12.3(1).
1978 Op. Att'y Gen. 328.

Cross References: 208.13 Oath of Office
202.4 Secretary
208.5 Annual Meeting
208.11 Board of Directors' Records
802.5 Investments
804 Fiscal Reports