

## **BUSINESS PROCEDURES — Series 800**

### **804 Reports**

#### **804.2 Treasurer's Annual Report**

At the annual meeting, the treasurer shall give the annual report stating the amount held over, received, paid out, and on hand in the general and other governmental funds. This report shall be in written form and sent to the board with the agenda for the board meeting. The treasurer shall also furnish the board with a sworn statement from each depository showing the balance then on deposit.

It shall be the responsibility of the treasurer to submit this report to the board annually.

Adoption Date: January 24, 1983

Review Date: December 21, 2009

Revision Date: January 11, 2007

Legal Reference: Iowa Code §§ 279.31, .33 (1995).

Cross Reference: 202.5 Treasurer 208.5 Annual Meeting 804 Fiscal Reports