

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.

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 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 secretary 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.

One individual may serve the district as both the secretary and treasurer.

Legal Reference: Iowa Code 12B.10;12C;279.3,.31-.33;291.2-.4,.8,.11-.14(2003).
281 I.A.C. 12.3(I).
1978 Op. Atty. Gen. 328.

Cross Reference:	202.2	Oath of Office
	206.3	Secretary
	210.1	Annual Meeting
	215	Board of Directors' Records
	704.3	Investments
	707	Fiscal Reports

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