

TREASURER

It shall be the responsibility of the board to annually appoint a treasurer at the annual board meeting held each year after July 1, and prior to August 15, to serve a one year term of office. The treasurer may be the same individual serving as secretary. 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.

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

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

Legal Reference: Iowa Code 279.3,.31-/33; 291.2-.4,.8,.11-.15; 452.10 (1991)
1992 Iowa Acts.
281 I.A.C. 12.3 (1)
1978 Op. Att’y Gen. 328.

Cross Reference: Oath of Office
Secretary
Revenue
Investments

Approved: 12-16-92 Reviewed: 11-11-91, 11-11-96, Revised: 01-10-94
11-9-98, 11-8-04, 12-12-11, 12-11-14