

**BOARD OF EDUCATION**

**Duties of Officers of the Board of Education – Treasurer**

The Treasurer is the custodian of all monies belonging to the District and shall perform such duties as prescribed by statute or by action of the Board.

The Treasurer shall receive and deposit promptly in the officially designated District depositories all monies paid to the District; keep an accurate record of the receipt of such monies; submit a monthly report to the Board reflecting the current balance of District funds and receipt of the preceding month; give a full account of financial transactions of the year at the annual organizational meeting; and sign all legal documents requiring the Treasurer's signature.

Subject to the direction of the Board of Education, the Treasurer is authorized to invest, sell and reinvest funds not required for the payment of current bills, the securities so purchased to be in accordance with the provisions of the General Municipal Law.

The District Treasurer shall disburse funds solely upon written orders or warrants approved by the Claims Auditor, pay all District bills and claims, and turn over to his/her successor all financial records, files (including computer files) and documents/

Legal Ref.: Ed. Law #2130, 1720, 2122

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