

1336 - Duties of the Extraclassroom Activity Fund Central Treasurer and Faculty Auditor

2018 1336

By-Laws

SUBJECT: DUTIES OF THE EXTRACLASSROOM ACTIVITY FUND CENTRAL TREASURER AND FACULTY AUDITOR

Central Treasurer

The Extraclassroom Activity Fund Central Treasurer is appointed by the Board of Education and is responsible for the supervision of the extraclassroom activity (ECA) fund balances.

The Treasurer's duties include the following:

- a) Countersigns all checks disbursing funds from the ECA Account;
- b) Safeguarding, accounting for, and depositing moneys collected by the ECA. He or she will provide general supervision to ensure that all receipts are timely deposited and that disbursements are made by check only;
- c) Maintains records of all receipts and expenditures;
- d) Submits records and reports to the Board as required;
- e) Assumes other duties customary to the position.

Faculty Auditor

The ECA fund Faculty Auditor is appointed by the Board of Education and is responsible for auditing of all financial transactions of the fund.

The Auditor's duties include:

- a) Examine the statement of accounts from the Central Treasurer once each month;
- b) Audit the ledgers kept by ECA Treasurers at least twice per year, and reconcile these ledgers with the Central Treasurer's records;
- c) Examine transactions and procedures to ensure they are accurate and followed, including supporting documentation requirements and receipt issuance;
- d) Certify the accuracy of entries posted and available balances listed; and
- e) Investigate instances when Central Treasurer's report and club ledgers do not agree.

Education Law § 207

8 NYCRR Part 172

Adopted: 4/11/11

Revised: 9/14/15; 12/17/18