

QUALIFICATIONS AND DUTIES OF THE TREASURER

Treasurer

As required by law, the Board will appoint an individual to serve as Treasurer for the District. The person selected must be licensed by, and meet the standards established by, the State Board of Education. Initial appointments will be for two years and re-appointment will be for four years, by action taken at the Board's annual organizational meeting.

If the Board does not intend to re-appoint the Treasurer, either after the Treasurer's initial term or a four-year term, it will notify the Treasurer in writing of such intention not later than the first regularly scheduled Board meeting in October. If the Board does not give such notice by the specified date, the Treasurer is considered re-employed for a four-year term at a salary determined by the Board at its organizational meeting.

The Treasurer will perform the duties prescribed by state law and will be directly responsible to the Board of Education and will work cooperatively with the Superintendent.

Specific Duties of the Treasurer

1. Serves as Treasurer for all District funds.

Assumes responsibilities for the receipt, safekeeping and disbursement of all school District funds:

- A. supervises the collection, safekeeping and distribution of all funds;
- B. acts as custodian of all moneys belonging to the District; supervises deposit of the moneys received in banks designated by the Board; exercises authorized investment methods of the District for the most advantageous investment return and provides for the safekeeping of investment and securities;
- C. pays out District moneys on written order of designated official(s) of the Board and
- D. maintains accurate records of all disbursements of District funds.

2. Serves as the District's chief fiscal officer.

- A. serves as the District's spokesperson on fiscal matters;
- B. prepares and analyzes all financial statements;
- C. prepares and submits a monthly financial accounting (as the Board may request or require) of all District funds (assets);
- D. makes all reports which are the result of the accounting function;
- E. makes a full and complete itemized report of the finances of the District at the close of each fiscal year;
- F. is responsible for providing necessary financial information in a timely manner to the Board, administration and agencies of the state and U.S. governments;

- G. prepares reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any appropriated (budgeted) account and
 - H. furnishes appropriate fiscal certificates as required by state law.
3. Directs and manages all financial accounting programs and systems.
- A. sets up and controls (maintains) an accounting system including the establishment and supervision of internal accounting controls (including data processing) adequate to record in detail all financial transactions of the District; recommends new accounting methods as necessary and/or desirable;
 - B. is responsible for the maintenance of a complete and systematic set of financial records in accordance with state statutes and procedures prescribed by the Auditor of State of all financial transactions of the District;
 - C. acts as general accountant of the Board and preserves all accounts, vouchers and contracts relating to the school District; accounts for the receipt and disbursement of cash and provides for the safety of records maintained for the maximum period specified by state law and/or Board policy; these records will be available to the Board and other appropriate parties;
 - D. is responsible for the detailed recording (including data processing) of all school financial transactions in appropriate journals and subsidiary ledgers;
 - E. prepares payrolls, including deductions; prepares and maintains all necessary records of earnings and deductions and similar personnel payment records; is responsible for reports and warrants to proper agencies covering deductions;
 - F. supervises the preparation of studies establishing, appraising and/or improving financial procedures and internal controls;
 - G. provides accounting services (including management information);
 - H. assists with budget development and long-range planning;
 - I. works in cooperation with the Superintendent and Assistant Superintendent in the projection of revenue and expenditures in preparing and implementing the appropriation resolution (budget) and spending plan for all Board funds;
 - J. works in cooperation with the Superintendent and Assistant Superintendent in preparing prospectus for bond sales;
 - K. is an integral part of the Board's negotiating team(s); assists the Assistant Superintendent in (1) preparing cost estimates relative to Board proposals to ascertain whether they are within the limits of budgetary restraints and (2) estimating the costs associated with proposals presented to the Board by bargaining units; works closely with the other members of the bargaining team to develop negotiating strategy and to implement the economic portions of ratified contracts according to agreed-upon terms and
 - L. works closely and cooperatively with auditors.
4. Acts as Secretary of the Board.
- A. attends all meetings of the Board (unless properly excused by the Board);

- B. compiles and preserves all official records and reports of the Board;
- C. records Board proceedings in the minutes and attests President's signature after Board approval; opens, reads and enters all bids (when bidding is required) in the minutes;
- D. executes conveyances of the Board (together with Board President);
- E. notifies Board of Elections of changes in District boundaries;
- F. accepts summons served on the Board;
- G. may conduct auction of Board real and personal property;
- H. serves as a member of the District's records commission (together with the Superintendent and Board President) and
- I. supervises the mailing or delivering of meeting agendas and meeting minutes to Board of Education members.

5. Other duties as assigned by the Board.

[Adoption date: September 25, 1995]

LEGAL REFS.: ORC131.18
3311.19;3313.14; 3313.15; 3313.22; 3313.221; 3313.24; 3313.26-
3313.261; 3313.27-3313.32; 3313.34; 3313.51;3319.03; 3319.04;
5705.41; 5705.45

CROSS REFS.: BCCA, Incapacity of Treasurer

DH, Bonded Employees and Officers