

BOARD OF EDUCATION

TREASURER

BOARD POLICY:

The Treasurer shall be elected annually at the last meeting of the fiscal year, and will perform the duties regularly prescribed by law for such office with the compensation allowed by the law and the board.

Implemental procedures:

1. The treasurer shall keep the following basic records:
 1. SEI 208 (1967) Treasurer's General Ledger
 2. SEI 2061 (1967) Treasurer's Cash Ledger
 3. SEI 2062 (1967) Treasurer's Investment Ledger
 4. SEI 207 (1966) Treasurer's Warrant Register
 5. SEI 411 (1967) Treasurer's Receipt
 6. SEI 410 (1967) Treasurer's Check
 7. SEI 1141 (1967) Bond Register
 8. Deposit Books
 9. Such other records as may be deemed advisable or useful.

2. The treasurer shall also maintain adjunct files of:
 1. Paid Warrants
 2. Voided Warrants
 3. Paid Bonds and Coupons
 4. Cancelled Bonds and Coupons
 5. Bank and fiscal agency statements, including deposit tickets and paid checks.
 6. County Clerk's remittance advices
 7. Copies of any directive from the County Clerk or County Excise Board supplementing changing or transferring appropriation balances.
 8. State Board of Education pertinent to the conduct of the School Treasurer's Office and duties
 9. State Board of Education notices and allocation of state and federal aid
 10. A copy of the claim and clerk's certificate to substantiate the registration of a warrant or warrants, unless the school district

is using the Alternate Accounting System.

11. Letters, memos, or other supporting data pertaining to transactions of the school district or to the operation of the treasurer's office.
12. Any other files which may be considered advisable or useful.
13. Board of Education requires a minimum bonding capacity of \$50,000.00 when using an independent treasurer such as a bank and may increase the amount as circumstances warrant.

Date Approved _____

President

Vice-President

Member

Clerk

Member