

## BOARD OF DIRECTORS

### Series 200

POLICY TITLE TREASURER

No. 206.4

It is the responsibility of the board to appoint a treasurer. The treasurer will qualify within ten days by taking the oath of office. The board treasurer shall perform the duties as required by law.

It is 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.

In the event the board treasurer is unable to fulfill the responsibilities set out by the board and the law, the superintendent or designee will assume those duties until the board treasurer is able to resume the responsibility or a new board treasurer is appointed.

The treasurer will furnish to the board, a bond in an amount sufficient to cover current operations, and the premium for said bond will be paid by the district.

Legal Reference: Iowa Code §§ 12B.10; 12C; 279.3, .31-.33; 291.2-.4, .8, .11,.12-.14  
281 I.A.C. 12.3(1).  
1978 Op. Att'y Gen. 328.

Cross Reference: 202.2 Oath of Office  
206.3 Secretary  
210.1 Annual Meeting  
215 Board of Directors' Records  
704.3 Investments  
707 Fiscal Reports

Date Approved: June 20, 1996

Last Date Reviewed: November 20, 2023

Last Date Revised: February 10, 2020