

**BOARD OF EDUCATION
SERIES 200**

202.4

Title: TREASURER

The board shall elect a treasurer to serve at the pleasure of the board; who may receive for his/her services such compensation as the board may allow, and who may be the same person as the clerk, but not a member of the board. Duties shall be as here in after described.

The treasurer shall account for the deposit of all monies belonging to the board in accordance with the instructions of the board and in compliance to state laws. He/she shall attend all meetings of the board when requested to do so; shall prepare and submit in writing monthly reports of the finances of the board; and shall pay money belonging to the district only upon warrants signed by the chairperson and countersigned by the clerk. Bills shall be paid within five days after authorization whenever funds are available.

The treasurer's duties are ministerial. He/she carries out the orders of the board and performs duties as specified by law. This office shall be held by a person with financial experience. The law requires that the treasurer be placed under fidelity or personal bond, therefore, before entering upon the discharge of his/her duties, the treasurer shall furnish a Corporate Surety Bond in the amount fixed by the board to be approved by the board. In the event that the clerk and treasurer are the same person, the board shall request a \$300,000 bond.

Legal Reference: Idaho Code 33-509
Revised: December 13, 1999