DUTIES OF THE TREASURER

The Treasurer, appointed by the Board and not a member of the Board, shall be the official custodian of all funds of the School District and shall be responsible for the proper safeguarding of and accounting for all such funds.

The Treasurer shall issue a receipt for any monies coming into the District and deposit such monies in accordance with the laws governing the deposit of public funds.

The Treasurer shall issue all warrants in payment of expenses lawfully incurred on behalf of the School District but, except as otherwise proved by law, shall issue such warrants only after proper allowance or approval by the Board. No allowance or approval shall be required by the Board for amounts lawfully due in payment of indebtedness or payments due the State of Nebraska, the United States Government, or other agencies and instrumentalities.

The Treasurer shall submit a monthly report to the Board showing all receipts and expenditures for the month and the balance on hand. At the end of the fiscal year, records, orders, vouchers, and canceled warrants as may be necessary for an effective audit of his/her accounts, shall be made available to the auditor.

The Treasurer shall be a person other than the Superintendent or members of the Board.

For each school year commencing September 1, the Treasurer shall get a bond for the faithful performance of duties – said bond to be written by an insurance company licensed to do business in the State of Nebraska – in an amount to be determined by the Board.

(79-459 to 79-461; 70-809)

Adopted: September 25, 1978

Adopted: November 9, 1987