

TREASURER'S JOB DESCRIPTION

The Treasurer is appointed by the Board of School Directors annually during the month of May. The term of the Treasurer's appointment is one year, commencing on July 1st of the relevant year and concluding on June 30th of the following year. The Treasurer's duties and responsibilities shall be as follows:

- (1) The Treasurer shall regularly review the District's investments, approve the transfer of District funds and investments between depositories in accordance with Policy 4203, and work with the Director of Business Services to ensure that the Board of School Directors is provided with reports from each approved depository in accordance Section 624 of the School Code.
- (2) In accordance with Section 440 of the School Code, the Treasurer shall submit a monthly Treasurer's Report to the Board of School Directors, which outlines the receipts and expenditures of District funds during the relevant month.
- (3) In accordance with Section 441 of the School Code, the Treasurer shall provide the Board of School Directors with an annual report, in which the Treasurer reconciles the District's accounts for the relevant year.
- (4) The Treasurer shall execute checks drawn on District funds in accordance with Policy 4210.
- (5) The Treasurer shall perform any other duties and responsibilities as assigned by a majority vote of the Board of School Directors

The Board directs that the Treasurer shall be granted access to any and all information that is necessary for the Treasurer to fulfill the duties and responsibilities contained herein.