



**SECTION: LOCAL BOARD
PROCEDURES AND GOALS**

POLICY: 014

**TITLE: BOARD TREASURER
OPERATIONAL AUTHORITY AND
LIMITATION**

ORIGINAL: April 25, 1985

MOST RECENT REVISION: July 20,
2020

**LAST REVIEW BY POLICY
COMMITTEE:**

I. PURPOSE

II. DEFINITIONS

None.

III. POLICY

The Treasurer of the Wissahickon Board of School Directors acts as the district's agent in the following:

- a. Reconciling the various bank accounts of the school district monthly; verifying that the balance of each account agrees with the books of the school district and the monthly financial reports prepared in the business office;
- b. Reviewing at least monthly, and more often as required, the disbursements made on the various funds of the school district to determine that disbursements are handled properly and are correctly reflected on the bill listings provided to the Board for action;
- c. Reviewing the total of the disbursements with the fund transfers covering these disbursements to see that they balance;
- d. Meeting with the Board at the financial committee meetings and the public meetings and other meetings as required;
- e. Reporting to the Board on the status of each of the funds of the school district on a monthly basis at a public board meeting;
- f. Reviewing the check log to be certain that all checks of the various funds of the school district are accounted for;
- g. Reviewing and verifying the transfers of funds made between depositories to cover disbursements.

IV. DELEGATION OF AUTHORITY

The Treasurer reports directly to the Board and is charged to oversee the duties of the position as delineated in statutes and directives, however, the position has no ex-officio supervisory or administrative responsibilities.

The Treasurer will be responsible to bring concerns to the attention of the appropriate members of the Board.

Any compensation to be paid to the Treasurer will be stated at the time of the individual's election, and in accordance with law, shall not exceed two percent of the amount of funds paid out on school orders.

V. REFERENCES

24 P.S. §§ 4-438 – 4-443