

Upon the recommendation of the superintendent, the board will appoint an employee to serve as school treasurer at each school that handles special funds.

**DUTIES**

The school treasurer is responsible for:

1. being familiar with and complying with applicable law and board policy;
2. keeping a complete record of all moneys in his or her charge, following the form and detail prescribed by the finance officer;
3. making reports to the superintendent and finance officer as they or the board may prescribe;
4. making deposits as required by law and board policy 8325, Daily Deposits; and
5. performing any other duties as may be assigned by the superintendent.

Any principal, school employee, parent, or other individual who has reason to believe that a school treasurer is not performing his or her duties in accordance with law or board policy is required to immediately notify the finance officer or the superintendent.

Legal References: G.S. 115C-448

Cross References: Daily Deposits (policy 8325)

Adopted: May 1, 2017