

BUSINESS MANAGER/TREASURER'S DUTIES AND RESPONSIBILITIES

The Board of Education has appointed a person other than the Sheriff as its Treasurer.

- 1.0 Treasurer: The following are responsibilities and duties of the Treasurer;
 - 1.1 Maintaining cash balances sufficient to meet operational cash demands.
 - 1.2 Disbursements of cash.
 - 1.3 Reconcile end-of-month bank statement balances to balances recorded in corresponding cash flow ledgers, including a listing of outstanding checks at the end of each month.
 - 1.4 All bank deposits and keeping adequate records of all deposits.
 - 1.5 Making transfers between depositories as may be necessary.
 - 1.6 Determining and recording the balance on deposit in each depository at the close of each business day.
 - 1.7 He/she must have information as to the nature, amount, terms or discount dates of all payable, which must be met within a reasonable future period.
 - 1.8 Invest excess funds and maintain records of funds invested, maturity dates and interest earned.
 - 1.9 Certify monthly and annual statements as to the location and condition of deposits of cash and cash investments.
 - 1.10 Protect the cash assets of the county board of education by making certain that checking account balances and investments are properly secured by adequate bonding or other good collateral.
 - 1.11 Management of the County Board of Education's cash flow.
 - 1.12 The Treasurer shall follow procedures as outlined in the Handbook for School Board Treasurers, prepared by the State Department of Education.
- 2.0 Business Manager:

Person employed by the Board of Education to manage and control the Financial Office and other duties assigned by the Superintendent.