

DUTIES OF THE BOARD TREASURER

The Treasurer shall have such duties as prescribed by the Bonneville School District No. 93 Board of Trustees. At the annual meeting of the Board of Trustees in January of each year, a Treasurer is selected to serve as an officer of the Board and is expected to fulfill those responsibilities for orderly operation of the District. The Treasurer shall be placed under fidelity bond issued by a surety company authorized to do business in the State of Idaho in such amount as determined by the Board or under personal bond equal to twice such determined amount with at least two (2) sureties who each shall qualify as in the case of sureties on the bonds of county officers.

Guidelines

1. The Treasurer shall have the following responsibilities:
 - a. Such duties as assigned by the Board in an official Board meeting, or as prescribed by State law;
 - b. The Treasurer of the Board of Trustees shall preside at all Board meetings in the absence of the Board Chairperson and Vice Chairperson.
 - c. Insuring all District funds are properly handled, including the deposit of all moneys of the District in accordance with the provisions of the public depository law (Chapter 1, Title 57, Idaho Code);
 - d. Assure accurate record of receipts and disbursements is kept;
 - e. Assure monthly financial report is available to the Board, and accounts payable are expeditiously and timely handled;
 - f. Shall attach his/her signature to all warrants issued by the District, either by original signature, facsimile signature or via electronic signature;
 - g. Shall be a member of the Board of Trustees, and shall receive no salary compensation for the functions of the Treasurer; and
 - h. Will fulfill other responsibilities as may be delegated by the Board of Trustees in its official capacity.
2. The Board may elect one (1) or more assistant treasurers who shall have such duties as prescribed by the Board. Assistant treasurers shall act at and under the control, supervision, and direction of the Treasurer.

THE BOARD OF TRUSTEES

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Adopted: 05-13-1974 Reviewed: 08-08-2012 Revised: 10-25-1989
03-09-2005
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Cross References: Duties of Board Chairperson #1220
Duties of Board Vice-Chairperson #1221
Authorization of Signatures #1260
Electronic Signatures #1265

Legal references: Idaho Code § 33-506 Organization and Government of Board of Trustees
Idaho Code § 33-509 Duties of the Treasurer
Idaho Code § 33-509A Assistance Treasurers