Code No. 206.4

TREASURER

It is the responsibility of the board to appoint a treasurer. The board may appoint a treasurer from its employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the treasurer will take oath of office during the meeting at which the individual was appointed or no later than ten days thereafter.

It is the responsibility of the treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and to file required reports with the appropriate state agencies and other entities. The treasurer shall coordinate, with the secretary regarding all financial records, the financial reports, and cash flow needs of the school district.

If the treasurer is unable or unwilling to carry out the duties required, it is the responsibility of the Superintendent to carry out the duties of the treasurer.

The treasurer will give bond or be covered by an insurance policy in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§ 12B.10; 12C; 279.3, .31-.33; 291.2-.4, .8,.11, 12, 14.
281 I.A.C. 12.3(1).

Cross Reference:
202.2 Oath of Office
206.3 Secretary
210.1 Annual Meeting
215 Board of Directors' Records
704.3 Investments
707 Fiscal Reports

Approved: May 14, 1992 Reviewed: March 20, 2025 Revised: July 13, 2026