

ADOPTED MARCH 25, 2002
REVISED MARCH 8, 2010

Descriptor Term:
SCHOOL TREASURER

Descriptor Code:
8.5200

Legal References: G.S. 115C-448

Cross References: 8.3250 Daily Deposits

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

DUTIES

The school treasurer shall be responsible for the following:

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 deposits as required by law and board policy 8.3250, Daily Deposits; and
4. 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/her duties in accordance with law or board policy is required to immediately notify the finance officer or the superintendent.