

Cottonwood Joint School District No. 242

THE BOARD OF TRUSTEES

1220

Clerk-Treasurer

The clerk-treasurer of the Board shall have such duties as prescribed by the Board and the Superintendent. The clerk-treasurer of the Board shall attend all meetings of the Board, unless excused by the Chair, keep an accurate record of the proceedings, and enter in said record all matters required by law or by the Board so to be entered. The clerk-treasurer shall have custody of the records, books, and documents of the Board. In the absence or inability of the clerk-treasurer to attend a Board meeting, the Board will designate a person to serve as temporary clerk for the meeting. The temporary clerk shall keep the record of the proceedings of the Board and certify the same to the clerk.

The clerk-treasurer will make the preparations legally required for the notice and conduct of all District elections.

The clerk-treasurer shall have such duties as prescribed by the Board and shall be responsible to the Superintendent for the performance of his or her duties. He or she shall be placed under fidelity bond issued by a surety company authorized to do business in the State of Idaho in the amount of \$10,000 or under personal bond equal to twice such determined amount with at least two sureties who each shall qualify as in the case of sureties on the bonds of county officers.

The clerk-treasurer shall account for the deposit of all moneys of the District in accordance with the instructions of the Board and the provisions of the public depository law, Chapter 1, Title 57, Idaho Code. He or she will counter sign all warrants drawn upon the District by order of the Board and will keep an accurate account of all monies paid for the account of said Board. He or she will prepare and submit to the Board a monthly report showing:

1. Money received by the District and its source;
2. All monies disbursed and the purposes for which expended; and
3. The balance of the general fund against anticipated future revenue.

The Board may elect one 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 clerk-treasurer.

Legal Reference:	I.C. § 33-506	Organization and Government of Board of Trustees
	I.C. § 33-508	Duties of Clerk
	I.C. § 33-509	Duties of the Treasurer
	I.C. § 33-509A	Assistant Treasurers

Policy History:

Adopted on: December 21, 2015

Revised on: