

---

*Rescinds Policy Number:**Issued: 11/17/2004*

---

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

**DUTIES**

The school treasurer will be responsible for:

- being familiar with and complying with applicable law and board policy;
- keeping a complete record of all moneys in his or her charge, following the form and detail prescribed by the finance officer;
- making deposits as required by law and board policy 8325, Daily Deposits; and
- performing any other duties as may be assigned by the superintendent, i.e. admissions and gate receipts.

Any principal, school employee, parent or other individual who has reason to believe that a school treasurer is not performing his or her duties in accordance with law or board policy will immediately notify the finance officer or the superintendent.

Legal References: G.S. 115C-448

Cross References: Daily Deposits (policy 8325)