

## Treasurer

- A. As the chief fiscal officer of the board, the treasurer's major duties are as follows: (1) to be treasurer of all board funds, (2) to be the official custodian of all board documents, and (3) to be the board's official secretary in regard to minutes and correspondence.
- B. General
  1. In each local, exempted village and city school district, the board of education is required to appoint a treasurer for a term not to exceed four years. The treasurer shall execute a bond, in an amount and with surety to be approved by the board. Such bond shall be deposited with the president of the board, and a copy certified by such president shall be filed with the county auditor.
  2. The treasurer has the responsibility as chief fiscal officer of the school district. This responsibility encompasses the receipt, accounting for and disbursement of all types of public funds as required by applicable laws and in accordance with board regulations and policies.
  3. The treasurer cannot have any pecuniary interest in the purchase of property, supplies, or fire insurance for the district of employment, under criminal penalty, and may have such interest in such matters in respect to other political subdivisions only if the purchase is below fifty dollars or obtained pursuant to competitive bidding.
  4. The treasurer of a city school district is vested with many statutory duties and powers, which he/she is required to exercise independent of the control of the board of education or the superintendent of schools.
  5. As treasurer of school funds, the treasurer is required to immediately deposit in a depository designated by the board, in accordance with the provisions of law, all moneys received by the board.
  6. Under the provisions of law, the treasurer is required to sign all checks issued for the disbursement of school funds. If a treasurer is incapacitated and is unable to sign checks, the board may appoint an officer of the district to sign such checks in the capacity of the treasurer. If the treasurer is otherwise incapacitated, the statutes do not provide any authority to a board to appoint another person as acting treasurer. If the treasurer is absent from a meeting of the board, the members present shall choose one of their members to serve in his/her place pro tempore.
  7. The treasurer shall be a member of the administrative team.
    - a. The treasurer should possess a keen ability to work effectively as part of a cooperative team with the other members of the system's administrative team and the community, to develop and maintain a fiscally sound financial program on a continuing basis.
    - b. He/she should be able to recognize new and contemporary needs and to innovate, develop and follow through to provide these requirements, within the framework of local, state and federal statutes.
    - c. On both a day-to-day and long-range basis, he/she should be able to provide reliable and effective resource material for the board and management team to use in enhancement of various educational goals of the system.
  8. The treasurer shall perform all duties as required by the Ohio Revised Code and such other related duties as assigned by the board of education as provided by the O.R.C. and policies and regulations of the board of education.

## C. Duties

### 1. State statutes

- a. Sections 3313.22 through 3313.32, Ohio Revised Code, prescribe the duties of the treasurer, who is appointed by the board of education at the board organization meeting and, as such, is controlled by and is directly responsible to the board of education.
- b. Having been designated as an officer, the treasurer is not subject to the standard work week, but must devote whatever time is required to properly accomplish the requirements of the office and, likewise, he/she is not subject to payment for time worked in excess of a standard work week.

### 2. Record the proceedings of each meeting

- a. As secretary, the treasurer is required to record and keep the minutes of the board of education meetings and provide such secretarial services as the board may require.
- b. The treasurer attends all regular and special meetings, records accurately the minutes of those meetings, attests to the accuracy of the minutes and approving signature thereon, and insures the security of these very important public records.
- c. He/she prepares resolutions for board approval for placement in the recorded minutes of the board meetings and attends all executive or work sessions of the board unless specifically excluded.
- d. The treasurer is the custodian of all records and documents filed in conformity with the law and of all reports and recommendations coming before the board.

### 3. Keep an account of all school funds

- a. The treasurer must receive and classify all moneys, maintain proper accounting records and disburse these public funds, all in accordance with budgets and appropriations prescribed by the board of education and applicable statutes governing the authority of the office.
- b. He/she deposits public funds as received, usually not less than daily, in an eligible depository with whom a depository contract has been approved by the board of education as prescribed by the Uniform Depository Act of the Ohio Revised Code.
- c. He/she develops and establishes accounting systems and procedures within the framework of the O.R.C. and implements instructions of the State Auditor's Schools and Libraries Division.
- d. He/she requests advances of moneys due from the County Auditor in order to insure availability of funds and proper cash flow.
- e. He/she obtains authority from the board of education, by appropriate entry in the minutes of the organizational meeting, to request these advances of moneys. This would include both personal and real property taxes.
- f. He/she meets as appropriate with bank officials regarding any question or proposal in the interest of improving management of school business or banking activities.
- g. He/she must maintain a good working relationship at all times, being fair in the distribution of liquid assets, consistent with the highest possible earnings capacity of available funds.
- h. He/she remains constantly cognizant of the fiscal position of the district so that interim moneys may be properly invested and maximum interest earnings be generated for the various funds.

- i. The treasurer receives requisitions and/or purchase orders for supplies and services which are required for operation of the school system.
  - j. He/she endorses all purchase orders as required by law and takes action to encumber the proper funds, questioning any that do not appear to be in agreement with current budget and purchasing plans.
  - k. Upon receipt of a properly documented statement from a vendor, backed up by a receiving report and any other pertinent documents, he/she arranges for a voucher to be issued in payment of the account.
  - l. He/she receives, accounts for and disburses federal and state project funds in accordance with instructions and requirements pertaining to the projects and the O.R.C.
  - m. He/she works closely with the directors of these special projects to help insure operations in accordance with the goals of the project, maintains the official files and fiscal records of all special projects.
4. Render a monthly, or more often, financial statement to the board of education.
  - a. Prepare a monthly list of paid invoices to be mailed out with the board agenda prior to the regular monthly meeting.
  - b. Coordinate this effort with other fiscal administration considerations.
5. Other budgetary statements and reports
  - a. Prepare annual financial statement on or before March 31 of each year, publishing the same in newspaper as provided by statute.
  - b. Prepare and present monthly, calendar year, fiscal year and such special financial reports as are required for federal, state or local requirements (including State Department of Education Form 25 and State Auditor form 59 or substitutes for these reports as may be required as well as the legal advertising of the annual financial report.)
  - c. File with the county auditor a statement showing the amount of school funds on hand prior to receiving school funds due to the district at the semi-annual distribution of real property and public utility taxes.
  - d. Assist the superintendent in preparing and presenting at the June meeting of the board a complete budget estimate for the next fiscal year.
6. Notify in writing the board of elections of all changes in the boundaries of the school district.
7. Enter in full in the board minutes advertisements for bids in reference to the board's business.
  - a. He/she is responsible for advertisements of a legal nature and insures their proper publication for reports, constructions, purchase or sale of property, or any other requirement as provided in applicable statutes.
  - b. After a requisition has been signed by the superintendent, or his designated assistant, the treasurer will complete the purchase order forms and send to the supplier. (Not all bidding or purchasing requires board action.)
8. The treasurer shall develop data and calculate tuition rates for non-resident students and for students attending various types of institutional activities, in accordance with the pertinent statutes.
9. The treasurer shall not pay a teacher until such teacher has filed with the superintendent all forms, certificates, etc. as required by law.
10. The treasurer shall assist the superintendent with public relations efforts.

11. With the superintendent, the treasurer represents the board of education to the school community in the area of finance. He/she cooperates with the superintendent and other officers as designated in the development of policies and regulations for approval of the board, and administrative procedures for operation of the school system.
  12. Payroll and personnel
    - a. The treasurer is responsible for the efficient operation of the payroll function to insure proper personnel records and timely disbursement of the payroll. (He/she shall prepare all payrolls on the basis of individual salaries approved by the board.)
    - b. He/she maintains official records of sick leave and of other types of employee absence records.
    - c. He/she coordinates the employee fringe benefit program and payments.
    - d. He/she assists the administrative personnel in the counseling of employees on such benefits as retirement, sick leave, hospitalization, life insurance, taxes and relate subjects.
    - e. He/she insures proper, accurate, timely reporting to pertinent state agencies for workmen's compensation and unemployment compensation so as to protect the rights of the employee while at the same time preventing jeopardy of tax funds from improper claims.
    - f. Together with the president of the board of education, he/she signs all contracts issued during the year to non-certificated, certificated and administrative staff.
    - g. The treasurer assists the superintendent and administrative staff in establishing, evaluating and maintaining salary schedules and employee benefits, serves as a resource person for the negotiating committee) participating on the same as directed by the school board or superintendent) to provide financial reports and cost projections relating to employee negotiations.
  13. He/she attends meetings, conclaves and conferences which are designed to enhance professional qualifications or update position performance information to come into line with the continually changing requirements of legislation, state examiner requirements, or good business management procedures.
  14. The treasurer must be able to work cooperatively with legal counsel or other special talent in the pursuit of proper settlement of tax abatement activity.
    - a. This would involve acquiring data necessary to make a determination as to what properties might be undertaxed in order that action may be taken to attempt to get the taxes more in line with value, or information needed to refute a claim that a property was valued too high for tax purposes.
    - b. He/she attends any hearings with the county board of tax appeals on tax abatement.
  15. The treasurer shall keep familiar with Ohio statues and all legal matters pertaining to the treasurer's office.
  16. He/she shall perform any such other duties as may be assigned by the superintendent or the board of education.
- D. Levies and Bond Issues
1. Work closely with the board of education and the superintendent in determining needs for operating levies and bond issues.

- a. Once the need is determined, he/she oversees all necessary details in placing the issue before the voters in a manner specifically prescribed by law.
  - b. The treasurer shall prepare all resolutions, required publicity and communications with the board of elections. In regard to both bond issues and operation levies, the treasurer shall become familiar with deadlines in regard to the filing of motions and resolutions with the board of elections.
  - c. In the case of a bond issue, he/she supervises the sale of the bonds and/or the issuance of notes as appropriate.
  - d. He/she plans so as to insure that funds are available to pay coupons and bonds as they reach maturity.
  - e. A large responsibility in this area includes the advertisement of the bond sale, preparation and distribution of bond prospectus, receiving and opening of bids and assigning and proper deliver of the bonds.
  - f. Prompt, accurate replies to Moody and Standard and Poor are essential in order to keep the school district rating at its best level for advantageous sale of bonds.
2. He/she establishes and maintains suitable, accurate records which reflect bond and coupon redemption activity, including bonds and coupons outstanding. (This would include the reconciliation of the bond and coupon account with the various bank accounts which have been established to redeem these items from the owners.)