

<b>Board of Education Officer Duties - Treasurer</b>	<b>B.12</b>
<i>Adopted: July 23, 2013</i>	

It is the policy of the Board of Education to employ or appoint a treasurer for the district who shall serve at the pleasure of the board and for such compensation as the board may determine. The treasurer shall perform those duties previously performed by the County Treasurer of Muskogee County, and any other duties as the board may in its discretion confer upon the treasurer.

The treasurer shall perform the following duties:

1. The treasurer shall execute, before entering upon the duties of the office, a surety bond in an amount which is estimated by the Board of Education he or she will have on hand at any one time during the current year. The bond must be approved by the Board of Education.
2. The treasurer shall receive all state appropriations, district school taxes, and all other funds belonging to the school district, and report same to the clerk to be reported to the Board of Education.
3. The treasurer shall promptly pay out of funds belonging to the school district, on proper orders approved by the board, all bills according to the provisions of the Oklahoma School Code.
4. The treasurer shall deposit the funds belonging to the school district in the school accounts as provided by law and make available to the members of the Board of Education such information.
5. The treasurer shall perform such other acts and duties pertaining to the district as the board of education may direct or be required by law to perform.
6. The treasurer shall, at the end of his or her term in office, pay over to his or her successor the balance of any and all money remaining in his or her hands and shall deliver to his or her successor all books, accounts, and other property of the district.
7. The treasurer shall submit his or her accounts for the audit of the finances of the school district.
8. The treasurer shall keep general accounts showing all of the receipts, appropriations and expenditures of the district, and have the same available for inspection by members of the Board of Education and the superintendent of schools.