

DUTIES OF SCHOOL BOARD OFFICERS - TREASURER

The Treasurer:

1. Shall before entering upon the duties of his office execute a bond to the School Board as provided by law.
2. Shall deposit the funds of the district in the official depository.
3. Shall mail all reports which may be called for by the Board and perform all duties usually incumbent on such officer.
4. In the event that the Chair has been continuously absent from the district for a period of thirty days or more, the treasurer may pay orders without the signature of the Chair.
5. In the event that valid orders are presented to the treasurer for payment, and there are insufficient funds on hand to pay them, the treasurer shall receive, endorse and process them in accordance with section 123B.12.
6. Shall perform such other duties as are required by law.

Anoka-Hennepin District No. 11
Coon Rapids, MN 55433
Revised: November 27, 2006