

POLICY

BOARD OF EDUCATION FRANKLIN BOROUGH

BYLAWS

0172 Page 1 of 1

Duties of Treasurer of School Moneys

Feb 76

Apr 84

Jan 89

The Treasurer of School Moneys shall:

1. Receive and hold in trust all school moneys, except moneys from athletic events and pupil organization activities, and deposit them in the bank banks designated by the Board, N.J.S.A. 18A:17-34;
2. Pay out school moneys only on warrants made payable to the person entitled to receive payment and specifying the object for which it is issued and signed by the President, Secretary and Treasurer, N.J.S.A. 18A:19-1;
3. Receive school employee payrolls and a warrant for the full amount of each payroll certified by the President and Secretary, deposit the warrants in a separate payroll account, and issue individual checks drawn on such account on such account to each employee, N.J.S.A. 18A:19-9, 19-10;
4. Give public notice when funds are on hand for payment of interest bearing warrants issued for which no funds were available, N.J.S.A. 18A:19-12;
5. Keep a record of moneys received and paid out in books provided for that purpose and in accordance with a bookkeeping system prescribed by the State Board, N.J.S.A. 18A:17-35;
6. Pay over the balance of school funds on hand to his or her successor, N.J.S.A. 18A:17-35;
7. Render a monthly report to the Board giving a detailed account of all receipts, the amounts of all warrants issues, the accounts from which they were drawn and the balance in each account, N.J.S.A. 18A:17-36; and
8. Render an annual report showing the amounts received and disbursed by him during the school year and file a copy with the County Superintendent, N.J.S.A. 18A:17-36.

Date Adopted: 2/16/76

Date Revised: 4/9/84, 1/16/89