Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1314 – DUTIES OF THE TREASURER

The Treasurer of the BOCES shall be appointed by the Board annually at its Annual Reorganizational Meeting. The Treasurer shall serve for a period of one year.

a) The duties of the Treasurer shall be:

1. Perform the duties prescribed by law and the Commissioner of Education.

2. Be the financial officer;

3. Be the custodian of all moneys belonging to the BOCES from whatever source derived;

4. Deposit and invest these moneys in the depositories designated by the Board;

5. Pay all authorized obligations of the BOCES as directed;

6. Make all entries and post all financial ledgers, records, and reports as may be properly required to afford BOCES an acceptable and comprehensive financial accounting of the use of its moneys and financial transactions;

7. Submit Treasurer's Reports detailing moneys received and disbursed during each month;

8. Attend meetings of the Board as directed.

Before entering upon the duties of the office, the Treasurer shall be bonded. The Board shall purchase a bond to cover the Treasurer in such amount as the Board shall annually designate.

Education Law Sections 1950(7)(j) and 2130
8 New York Code of Rules and Regulations
(NYCRR) Section 170.2(o) and (p)

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