

SUBJECT: DUTIES OF THE SCHOOL ACTIVITIES TREASURER(S)

The School Activities Treasurer is appointed by the Board of Education and is responsible for the supervision of the school activities funds.

The Treasurer's duties include the following:

- a) Countersign all checks disbursing funds from the Extra-Classroom Activities Account;
- b) Provide general supervision so that all receipts are deposited properly and that disbursements are made by check only;
- c) Maintain records of all receipts and expenditures;
- d) Submit records to the Board as required;
- e) Other duties customary to the position.

Commissioner's Regulations Section 172

Revisions Adopted: November 23, 2015