

READSBORO SCHOOL DISTRICT TREASURER

Title 16 : Education

Chapter 009 : School Districts

Subchapter 001A : Government of School Districts

(Cite as: 16 V.S.A. § 426)

DUTIES OF THE TOWN SCHOOL DISTRICT TREASURER

(a) The town treasurer shall be treasurer of the town school district unless, by vote of the town school district, a town school district treasurer is elected. He or she shall keep in a separate bank account all the money appropriated or given for the use of the school district. Within 20 days after the date the school taxes become due and payable or within such other period of time as may be agreed upon in writing by both the selectboard and the board of school directors, he or she shall deposit in the school account payments of the school tax levy received. However, if notification of the amount to be transferred by the Secretary of Education to the school district has not been received within 20 days of the date taxes are due and payable, the transfer shall be effected within 20 days of notification by the Secretary.

(b) Within 120 days after the date on which taxes become delinquent, but in no event later than the end of the school year, the treasurer shall deposit the balance of the sum of the gross school tax levy in the school account.

(c) The treasurer shall pay out of such money orders drawn by or upon the authority of the board of school directors. If he or she does not pay any such order on demand, the holder thereof may recover the amount from the town school district with interest from the time of such demand. Monies so received by the town school district may be invested and reinvested by the treasurer with the approval of the board of school directors.

(d) The town school district treasurer shall keep financial records of cash receipts and disbursements and shall make those records available to the board of school directors or the supervisory union board when requested to do so.

ROLES & RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

- Sign up for and have access to NEMRC
- Provide financial reports, if requested

- Sign all checks
- Release payroll
- Bank reconciliations
- Open/close new accounts, if necessary
- Obtain debit/credit cards, if necessary
- Make bank deposit
- Prepare and execute loans/notes
- Research line item payments or receipts, if requested
- Update the [Fund Balance Report](#) prior to the 2nd Board meeting of the month