

**Policy 206.03: Secretary-Treasurer of the Board**

**Status:** ADOPTED

**Original Adopted Date:** 01/01/2016 | **Last Revised Date:** 06/10/2025 | **Last Reviewed Date:** 06/10/2025

A board secretary-treasurer may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary-treasurer will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter. It is the responsibility of the Superintendent to evaluate the board secretary-treasurer annually.

It is the responsibility of the board secretary-treasurer, as custodian of school district records, to record, preserve and maintain the minutes and documents pertaining to the business of the board, code all receipts and expenditures and record and file all reports required by the Iowa Code or requested by the director of the department of education. The board secretary-treasurer will also maintain all financial records of school districts in a manner as to be easily audited according to accepted accounting procedures.

The board secretary may designate an individual(s) to assist with responding to and processing requests for records of the district.

It is the responsibility of the secretary-treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities. It will also be the responsibility of the secretary-treasurer to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district.

In the event the board secretary-treasurer is unable to fulfill the responsibilities set out by the board and the law, the Superintendent will assume those duties until the board secretary-treasurer is able to resume the responsibility or a new board secretary-treasurer is appointed. The board secretary-treasurer will give bond in an amount set by the board. The cost of the bond or insurance policy will be paid by the school district.

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