

## Policy Code: 8520 School Treasurer

The superintendent in consultation with the finance officer will recommend to the board and the board will appoint an employee to serve as school treasurer at each school that handles special funds.

### DUTIES

The school treasurer will be responsible for:

- being familiar with and complying with applicable law and board policy;
- keeping a complete record of all moneys in his or her charge, following the form and detail prescribed by the finance officer;
- making deposits as required by law and board policy 8325, Daily Deposits; and
- performing any other duties as may be assigned by the superintendent or principal.

Any principal, school employee, parent or other individual who has reason to believe that a school treasurer is not performing his or her duties in accordance with law or board policy will immediately notify the finance officer or the superintendent.

Legal References: [G.S. 115C-448](#)

Cross References: Daily Deposits (policy 8325)

Adopted: 2/4/99

---

**Chapel Hill-Carrboro Schools**