

B-423 DUTIES OF THE BUSINESS MANAGER

The business manager of the Board shall:

1. Keep a true and complete record of all of the proceedings of the unit Board.
2. Take charge of all the books and documents of the unit and deliver them to his/her successor in office.
3. Prepare and submit to the Board and to the county superintendent of schools an annual report which shall contain such items as may be required by the superintendent of public instruction.
4. Countersign all warrants for the school moneys drawn upon the school district treasurer by the order of the Board.
5. Perform such other duties as the Board may require.
6. Keep a separate true and correct account of the receipts and expenditures of each fund of the unit.
7. Prepare and submit monthly to the Board a written report of the state of the finances of the multidistrict, and to submit such report at any other time upon the request of the Board.
8. Produce at any meeting of the Board or of any committee appointed to examine his/her accounts, whenever ordered to do so by the Board, all of the books and papers pertaining to the business manager's office.
9. Keep safely in possession or under control all unit moneys coming into the business manager's hands.
10. The form of warrants shall be prescribed by the superintendent of public instruction and shall be so drawn that when signed by the business manager in an appropriate place, it becomes a check on the unit district depository.
11. Receive and have custody of all moneys from every source which the Board is authorized to receive.

ORIGINAL POLICY MANUAL