

POLICY

1995

1336

By-Laws

SUBJECT: Duties of the Extraclassroom Activities Funds Treasurer(s)

The Extraclassroom Activities Funds Treasurers are appointed by the Board of Education and are responsible for the supervision of the extraclassroom activities funds.

The Treasurers' duties include the following:

- a) Countersigns all checks disbursing funds from the Extraclassroom Activities Account;
- b) Provides general supervision to insure that all receipts are deposited and that disbursements are made by check only;
- c) Maintains records of all receipts and expenditures;
- d) Submits records and reports to the Board as required;
- e) Assumes other duties customary to the position.

8 New York Code of Rules and Regulations (NYCRR) Part 172

Adopted: 08/07/95

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