

1 Upon the recommendation of the superintendent, the [Transylvania County Board of Education](#)  
2 (the “board”) will appoint an employee to serve as school treasurer at each school that handles  
3 special funds.

4

5 **DUTIES**

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7 The school treasurer is responsible for:

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- 9 1. being familiar with and complying with applicable law and board policy;
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- 11 2. keeping a complete record of all moneys in his or her charge, following the form and  
12 detail prescribed by the finance officer;
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- 14 3. making deposits as required by law and board policy 8325, Daily Deposits; and
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- 16 4. performing any other duties as may be assigned by the superintendent.
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19 Any principal, school employee, parent, or other individual who has reason to believe that a  
20 school treasurer is not performing his or her duties in accordance with law or board policy is  
21 required to immediately notify the finance officer or the superintendent.

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23 Legal References: G.S. 115C-448

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25 Cross References: Daily Deposits (policy 8325)

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27 Adopted:

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