

**SUBJECT: DUTIES OF THE TREASURER**

The Treasurer shall be appointed by the BOCES at the annual organizational meeting in July and shall perform the following duties:

- a. Assume responsibility for custody of BOCES funds. Such responsibility shall include receipt of BOCES money and deposit of same in banks designated by the Board.
- b. Maintain custody and safekeeping of the check-signing machine. The Treasurer or Deputy Treasurer is authorized to sign checks for the BOCES.
- c. Prepare accounts and reports as required by law, Commissioner's Regulations or the Board.
- d. Pay bills for the BOCES as they become due.
- e. Assume other duties as assigned by the Board.

Before entering upon the duties of the office, the Treasurer shall file with the BOCES a bond in such amount as the Board shall annually designate.

Education Law Sections 1950(7)(j) and 2130

**Adopted: January 9, 2002**