

# STUDENT ACTIVITY FUND CENTRAL TREASURER

## **Job Description**

CERTIFICATION:	None
IMMEDIATE SUPERVISOR:	Building Principal
NEXT HIGHEST SUPERVISOR:	Superintendent of Schools
HIGHEST SUPERVISOR:	Board of Education – annual appointment

The Student Activity Fund Central Treasurer is responsible for interacting with staff and students in a manner that models and teaches good business practices, and is responsible for the accounting and safe keeping of all Extraclassroom Activity Funds in a manner consistent with New York State established rules, regulations and procedures, Board of Education policies, Administrative Regulations, and in compliance with generally accepted accounting principles.

This job shall include, but not be limited to the following:

1. The Central Treasurer has responsibility for providing learning experiences to Student Activity Treasurers and direction to Student Activity Fund Faculty Advisers in the proper business procedures needed to manage extraclassroom activity funds - safeguarding the collection and deposit of cash, recordkeeping, and disbursement. The Central Treasurer, along with the Building Principal and Faculty Advisers, shall teach students good business procedures through participation in handling extraclassroom activity funds. The Central Treasurer shall hold annual training sessions on student activity fund responsibilities, management, and procedures for new Faculty Advisers and Student Activity Treasurers, and shall as necessary hold additional training to foster or insure the proper management of extraclassroom activity funds.
2. The Central Treasurer shall have custody of all funds. He/She shall have no part in the approval of payments but shall disburse funds only on the presentation of properly signed Payment Order form and an invoice. All disbursements of funds shall be by means of pre-numbered checks.
3. The Central Treasurer shall make a daily deposit of all funds placed in his/her custody by the end of the business day, delivering it in person or placing in a safe to be delivered by the District designated courier, in a bank designated by the Board of Education. Monies received too late for the daily deposit shall be placed in a safe for safe keeping overnight by the faculty advisor. The activity treasurer will submit to the Central Treasurer, a deposit form with each deposit. The Central Treasurer will issue a three part pre-numbered receipt. He/She will then return the original copy of the pre-numbered receipt to the activity treasurer for posting. The deposit ticket will be filed with the second copy of the pre-numbered receipt and the deposit form. The third copy of the pre-numbered receipt will be kept numerically by fiscal year for audit purposes.
4. The Central Treasurer shall maintain an account listing the receipts and expenditures of each individual activity and post a register of all the receipts and disbursements of the combined pupil organization on the proper ledger forms.
5. The Central Treasurer shall receive and the Deputy Central Treasurer shall reconcile the bank statements monthly to insure agreement with the account balance. Monthly reports will be submitted to the Board of Education. Annually reports will be submitted to the Independent Auditor designated by the Board of Education. These reports should show opening balances, receipts for the period, and disbursements for the period and the ending balances for each organization.

