

SUBJECT: DUTIES OF THE EXTRACLASSROOM ACTIVITY FUND TREASURER

The Extra-classroom Activity Fund Treasurer is appointed by the Board of Education and is responsible for the supervision of the extra-classroom activity fund.

The Treasurer's duties include the following:

- a) Countersigns all checks disbursing funds from the Extra-classroom Activity Account;
- b) Provides general supervision to ensure 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

Re-Adopted: November 9, 2011