

## NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

### Series 700

Policy Title Treasurer's Annual Report

Code No. 707.02

At the annual meeting, the treasurer will give the annual report stating the amount held over, received, paid out, and on hand in the general and schoolhouse funds. This report is in written form and sent to the board with the agenda for the board meeting. The treasurer will also furnish the board with a sworn statement from each depository showing the balance then on deposit.

It is the responsibility of the treasurer to submit this report to the board annually.

*NOTE: The sentence regarding the sworn statement from the depository bank is a legal requirement.*

#### **Legal Reference:**

Iowa Code §§ 279.31, .33 (2013).

#### **Cross Reference:**

206.03 Secretary-Treasurer

210.01 Annual Meeting

707.00 Fiscal Reports

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**Adopted:** October 18, 2011

**Reviewed:** October 14, 2019

**Revised:** October 14, 2019