Policy Title: **Secretary’s** **Report**s Policy Code No. **707.1**

The board secretary will report to the board each month about the receipts, disbursements and balances of the various funds. This report will be in written form and sent to the board with the agenda for the board meeting.

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| Date of Adoption | 08/28/1989 |
| Review Date | 07/11/2016 |
| Revision Date | 07/11/2016 |

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| Legal Ref.: | Iowa Code Chapter 279.8, 291.7 (2013). |
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|  |  |
| Cross Ref.: |  206.3 Board Secretary/Treasurer |

 210.1 Annual Meeting

 707 Fiscal Reports