

Series 800 – Business Procedures

Policy Title: TREASURER'S ANNUAL REPORT

Policy Code No. 804.4

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 all other 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 on deposit.

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

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Revision Date

Legal Ref.: Iowa Code §§ 279.31, .33 (2009).

Cross Ref.: Board Policy
 202.4 Board Secretary/Treasurer
 204.4 Annual Meeting