

Series 700 – Business Procedures

Policy Title: **Treasurer’s Annual Report**

Policy Code No. **707.2**

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.

Date of Adoption	01/10/2011
Review Date	07/11/2016
Revision Date	07/11/2016

Legal Ref.: Iowa Code Chapter 279.8, 291.7 (2013).

Cross Ref.:

- 206.3 Board Secretary/Treasurer
- 210.1 Annual Meeting
- 707 Fiscal Reports