

Bylaws

SUBJECT: DUTIES OF THE BOCES TREASURER

The Treasurer is appointed by the Board at the Annual Organizational Meeting and will be covered by a blanket bond. In addition to the routine duties of accounting, filing, posting, and preparing reports and statements concerning BOCES finances, the BOCES Treasurer will perform other specific tasks as follows:

- a) Acts as custodian of all moneys belonging to the BOCES and lawfully deposits these moneys in the depositories designated by the Board;
- b) Pays all authorized obligations of the BOCES as directed, including payments of bond principal and interest;
- c) Maintains proper records and files of all checks, and approved payment of bills and salaries;
- d) Makes all such entries and posts to all such financial ledgers, records and reports, including bond and note registers, as may be properly required to afford the BOCES an acceptable and comprehensive financial accounting of the use of its moneys and financial transactions;
- e) Signs all checks drawn on BOCES fund accounts provided that the BOCES' Claims Auditor has attested to the authority to issue the check based upon proper evidence of a charge against the BOCES' funds;
- f) Safeguards either his or her electronic signature and/or the check-signing machine and signature plate, personally overseeing all preparation of checks;
- g) Assumes other duties customary to the office.

Education Law Sections 1950, 2122, 2130, and 2523

Local Finance Law Sections 163 and 165

8 NYCRR Sections 170.2(g), 170.2(o), and 170.2(p)

9 NYCRR Section 540.4

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