

SURRY SCHOOL BOARD POLICY SCHOOL BOARD GOVERNANCE

BDB-A: School Board Officers and Elected Officials School Board Treasurer Responsibilities

The purpose of this policy is to clarify the role and responsibility of the School Board Treasurer in the Surry School District. The School Board Treasurer is an elected school district officer in accordance with New Hampshire statutes. No member of the school board may simultaneously hold the position of School Board Treasurer, ensuring independence from the board. The Treasurer is responsible for financial safeguards such as providing oversight of financial procedures and ensuring compliance with district policies. The Treasurer monitors district finances and reports any concerns to the school board and the superintendent.

The School Board Treasurer works with the school district directly through the school board chair and the superintendent. The School Board Treasurer oversees financial practices and compliance with policy, while the district administration is responsible for day-to-day financial operations including managing revenue and expenses, grant management, developing manifests and budget status reports, and state and federal reporting.

The School Board Treasurer provides financial safeguards by:

- Review and reconciliation of bank accounts and transactions with policy and budget.
- Monitoring finances and reporting issues to the chair and superintendent.
- Providing checks and balances for board manifests.
- Reporting on investment and trust funds.
- Reviewing audits and advising the board.
- Access and review financial information from the district bookkeeper.
- Working with the board and superintendent to improve district financial operations.

The Treasurer shall comply with RSA 197:23-a.

The Treasurer shall, before entering upon the duties of such office, give bond to the district with sufficient sureties, to the acceptance of the school board, for the faithful performance of the Treasurer's official duties.

Legal References: RSA 197:22, Treasurer's Bond
RSA 197:23-a, Treasurer's Duties

First Reading: 3/16/2026
Second Reading: 4/20/2026
Adopted: 4/20/2026