



Eastern Suffolk  
BOCES

Educational Services That Transform Lives

First Supervisory District of Suffolk County  
201 Sunrise Highway  
Patchogue, New York 11772

# Board Policy

## Duties of the Treasurer

The Treasurer will be appointed by the Board at its Annual Organizational Meeting in July and will perform the following duties:

1. act as custodian of all monies belonging to Eastern Suffolk BOCES and lawfully deposit these monies in the depositories designated by the Board;
2. pay all authorized obligations of ESBOCES as directed;
3. sign all checks drawn on ESBOCES fund accounts for charges approved by the Claims Auditor based upon proper evidence of the charges;
4. safeguard his/her electronic signature and/or the check-signing stamp, personally overseeing all check preparation;
5. prepare reports as required by law, Commissioner's Regulations, or the Board; and
6. assume other duties customary to the office.

The signature of the Treasurer, Deputy Treasurer, or Treasurer Pro Tem are required on all checks drawn on accounts authorized by the Board and managed by the Department of Business Services. The Treasurer, Deputy Treasurer, and Treasurer Pro Tem are also authorized to transfer funds between accounts.

Before entering upon the duties of the office, the Treasurer shall file with this Board a bond in such amount as ESBOCES shall annually designate. Said bond shall be reviewed by the Board at its Organizational Meeting in July.

### References:

- NYS Education Law §1950(7)(j)
- NYS Education Law §2130
- 8 NY Code of Rules and Regulations (NYCRR) §§170.2(o) and (p)
- Policy 4443 - Accounting of Funds

First Adopted: 7/1/2003  
Readopted: 7/11/2007  
Readopted: 9/26/2018