

**SUBJECT: DUTIES OF THE EXTRACLASSROOM ACTIVITY FUND CENTRAL
TREASURER AND FACULTY AUDITOR**

Central Treasurer

The Extraclassroom Activity Fund Central Treasurer is appointed by the Board, and is responsible for supervising the extraclassroom activity (ECA) fund balances.

The Treasurer's duties include:

- a) Countersigning all checks disbursing funds from the ECA Account;
- b) Safeguarding, accounting for, and depositing moneys collected by the ECA. He or she will provide general supervision to ensure that all receipts are timely deposited and that disbursements are made by check only;
- c) Maintaining records of all receipts and expenditures;
- d) Submitting required records and reports to the Board; and
- e) Assuming other duties customary to the position.

Faculty Auditor

The ECA fund Faculty Auditor is appointed by the Board, and is responsible for auditing all financial transactions of the fund.

The Auditor's duties include:

- a) Examining the statement of accounts from the Central Treasurer once per month;
- b) Auditing the ledgers kept by ECA Treasurers at least twice per year, and reconciling these ledgers with the Central Treasurer's records;
- c) Examining transactions and procedures to ensure they are accurate and followed, including supporting documentation requirements and receipt issuance;
- d) Certifying the accuracy of entries posted and available balances listed;
- e) Investigating any instances when the Central Treasurer's report and the activity's ledgers do not agree; and
- f) Preparing the year-end report summarizing the financial condition of each activity, and submitting it to the building principal and Board.

(Continued)

2019

1336
2 of 2

Bylaws

**SUBJECT: DUTIES OF THE EXTRACLASSROOM ACTIVITY FUND CENTRAL
TREASURER AND FACULTY AUDITOR (Cont'd.)**

Education Law § 207
8 NYCRR Part 172

Adopted: 3/26/19