

Bylaws

SUBJECT: DUTIES OF THE TREASURER**Duties of the Treasurer**

The Treasurer of the Southern Westchester Board of Cooperative Educational Services ("SWBOCES") shall be appointed by the Board at its annual Reorganizational Meeting and shall serve for a period of one year.

- a) The Treasurer of SWBOCES shall perform the duties prescribed by law and the Commissioner of Education.
- b) The Treasurer shall:
 - 1. Be the financial officer;
 - 2. Be the custodian of all moneys belonging to SWBOCES from whatever source derived;
 - 3. Deposit these moneys in the depository or depositories designated by the Board;
 - 4. Pay all authorized obligations of SWBOCES as directed;
 - 5. Give detailed accounts at least quarterly of money budgeted, received and disbursed; and
 - 6. Render an annual report at the end of the fiscal year following audit of the Treasurer's accounts.

Before entering upon the duties of the office, the Treasurer shall be bonded. The bonding will be incorporated within an Employee Theft insurance policy obtained by SWBOCES.

Education Law Sections 1950(7)(j) and 2130
8 NYCRR Sections 170.2(o) and (p)

Adoption Date: 12/13/2022