

# **LEVITTOWN UNION FREE SCHOOL DISTRICT    Policy 1336**

## **DUTIES OF THE EXTRACLASSROOM ACTIVITY FUND TREASURER**

---

The Extra-classroom Activity Fund Treasurer is appointed by the Board of Education and is responsible for the supervision of the extra-classroom activity fund.

The Treasurer's duties include the following:

1. Countersigns all checks disbursing funds from the Extra-classroom Activity Account;
2. Provides general supervision to ensure that all receipts are deposited and that disbursements are made by check only;
3. Maintains records of all receipts and expenditures;
4. Submits records and reports to the Board of Education as required;
5. Assumes other duties customary to the position.

8 New York Code of Rules and Regulations (NYCRR) Part 172

**Re-Adopted: October 9, 2024**