

Duties of the Treasurer of the Extension Board

The Treasurer shall:

1. Obtain a corporate surety bond of 100% of the amount that will be in all extension accounts at any one time. (K.S.A. 2-611)
2. Deposit in a bank all moneys received by the board. (K.S.A. 2-612)
3. Insure that all expenditures of funds, from whatever source derived by the board, have the approval of the board and the Director of Extension. (K.S.A. 2-615)
4. Pay out funds on the warrant of the secretary or by a combination warrant check. The chair must also sign. (K.S.A. 2-612)
5. Keep a record of all the moneys received and disbursed, specifying the person from whom received, to whom paid, and the object of the expenditure. (K.S.A. 2-612)
6. Present to the board at each regular meeting a report of all moneys received and disbursed since the last regular meeting, and exhibit the warrant checks. (K.S.A. 2-612)
7. Settle with the board at the end of the treasurer's term, and hand over to the new treasurer all remaining moneys and all records and papers received as treasurer. (K.S.A. 2-612)
8. Sign an order, along with the secretary, for the county treasurer to pay any moneys due the board. (K.S.A. 2-613)

Source: *Handbook for County Extension Councils and District Governing Bodies*