

## Duties of the School Board Treasurer

For the Month of May 2025

Board Treasurer, Carol Hammerlun

- CH 1. Register a bond or evidence of equivalent insurance coverage within 10 days of appointment
- CH 2. Review Monthly County Treasurer Tax Remittance Reports - 6-12-2025
- CH 3. Review Monthly Income/Expense Reports for all Funds - 6-12-2025
- CH 4. Review Monthly Payables Report - 6-12-2025
- CH 5. Review Monthly Payroll Reports - 6-12-2025
- CH 6. Compare Quarterly Market Value of Pledges to Cash Balances - NA
- CH 7. Attend School Board Meetings as requested

Carol Hammerlun  
Signature of Board Treasurer

6-12-2025  
Date