



STAFF REPORT

SUBJECT:

DISCUSSION OF DEVELOPMENT OF DUTIES AND RESPONSIBILITIES FOR THE BOARD TREASURER.

RECOMMENDATION:

Staff recommends the Board discuss and provide direction on the Treasurer's responsibilities, like financial oversight, reporting, and possible training. We also suggest creating a policy or updating the bylaws to reflect the role.

BACKGROUND:

The Treasurer currently gets monthly financials, signs checks, and receives detailed bank reports-account analysis statement, which includes balances, fees, and cleared checks from the previous full month. He can also review payment requests anytime in the office.

DISCUSSION:

It's important to clearly define the Treasurer's role so that everyone is aligned on expectations. This may include reviewing financial reports, assisting with the budget, and meeting regularly with the accountant and district manager. The Board should also determine how often the Treasurer is expected to provide updates, whether monthly, quarterly, or on another schedule.

Per the bylaws, the Treasurer:

"The Treasurer shall oversee all the financial aspects of the BCSD organization along with the assistance of the administrative support system. The Treasurer is the custodian of the funds of the organization The Treasurer shall oversee financial records and receipts. The Treasurer shall not make any disbursements of funds without the authorization and approval of a majority of the Board. (this includes established authorizations in the organizations rules) *****Officers handling organizational monies should be bonded at the expense of the district. Each officer shall oversee their charge and implement the needs of the community with the assistance of the general manager and the supporting administrative staff."

FISCAL IMPACT:

No immediate impact. Minor costs may arise from future training or support needs.

PREPARED BY:

Marisol Camacho, Interim General Manager

Attachments:

1. None