

POLICY RELATING TO BUSINESS/FINANCE

**WACHUSETT REGIONAL SCHOOL DISTRICT
TREASURER**

The District shall employ a Treasurer according to the provisions of Massachusetts General Law. The Treasurer's primary function is to provide consultation for and supervision of all financial transactions by the District, including but not limited to management of cash receipts, cash disbursements and cash flow, monthly reconciliation of deposits, production and certification of payroll and accounts payable warrants, long- and short-term borrowing and issuance of assessment letters to Member Towns and any other duties and responsibilities in accordance with Massachusetts General Laws.

The Treasurer shall be licensed and certified to fulfill this function as required by Massachusetts General Law. The Treasurer shall also possess substantial professional experience with and fluency in the laws and procedures that govern municipal and school finance in the Commonwealth of Massachusetts.

The Treasurer shall be bonded and/or insured for the faithful performance of his/her duties in such amounts as the Committee shall direct and/or as required by law. The District shall pay the cost of such bonding and insurance.

Specific duties and responsibilities of the position shall be defined by the terms of an annual employment contract between the Wachusett Regional District School Committee and the Treasurer. The position shall report to the Chair of the Committee. The Business/Finance Subcommittee shall conduct a performance evaluation annually at least one month prior to the expiration of the employment contract and report its findings and recommendation to the Committee at its next regular meeting. The Treasurer's employment contract and salary shall be adopted by a vote of the Committee.

First Reading: 08/21/95
Second Reading: 09/11/95

Amendment First Reading: 02/23/09
Amendment Second Reading: 03/09/09

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