

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Treasurer  
**POLICY NUMBER:** 3015  
**ADOPTED:** August 11, 2008  
**REVIEWED:** November 14, 2013; June 21, 2016; March 11, 2020  
**REVISED:** July 11, 2016, 03/23/20

**3015.10** A Treasurer will be appointed by the President of the Board of Directors at their annual organizational meeting pursuant to Policy 5010.52. Designation of a Treasurer who is not the Finance Officer is intended to provide administrative financial checks and balances.

**3015.11** Pursuant to Government Code §61240, the General Manager or District Secretary may be appointed as Treasurer.

**3015.2** Tasks of the Treasurer may include:

**3015.21** Opening and reviewing all bank statements before presentation to the Finance Officer or General Manager in absence of a Finance Officer.

**3015.22** Reviewing all claims and payroll and authorizing the preparation of checks by the Finance Officer or Accounting Clerk.

**3015.23** The Treasurer may bring financial concerns to the Board of Directors anytime he/she feels necessary.

**3015.24** The provision of periodic declaration to the Board of Directors of tasks completed.

**3015.25** Assist with the annual audit and have the authority to call for an unscheduled audit as determined necessary with board approval.

**3015.26** Review petty cash balances.

**3015.27** Must attend Finance and Audit Committee meetings.