

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Board of Governors 800.0000.79
SUBSECTION: Operating Rules 820.0000.79

Duties and Responsibilities of Treasurer
Policy Number: 820.0404.79

POLICY

- 1) To keep current, complete, accurate, and legal records of all College money collected and expended.
- 2) To disburse College funds only upon the proper order and authorization from the Board.
- 3) To notify the Board of all funds received, the source and nature of such funds, and to arrange for the deposit of such funds in legally constituted financial institution(s) after which all such funds shall be allocated to the appropriate accounts of the College.
- 4) To invest the College's surplus funds, if any, in lawful investments.
- 5) To publish a monthly and annual statement of revenue, expenditures, and fund balances at the end of each month and the fiscal year.
- 6) To prepare such other reports and perform such other duties as the Board may direct.
- 7) To secure an annual examination and comprehensive audit of the books, accounts, records, and affairs, including management letters, immediately following the close of each fiscal year.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1979

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: