



Provo City School District
Policy Series 1000: Board of Education

Policy No. 1523

Business Administrator Qualifications and Responsibilities

Oath of Office The Business Administrator qualifies for office by taking the constitutional oath of office:

“I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of Utah, and that I will discharge the duties of my office with fidelity.”

General Responsibilities Working under the direction of the Board of Education and the Superintendent, the Business Administrator shall:

1. Have custody of the Board’s seal and use the seal to authenticate all matters requiring authentication.
2. Attend all meetings of the Board, keep accurate records of its proceedings as required by law, subject to requirements that certain closed meetings not be recorded, as set forth in Policy 1402, and have custody of the records of the Board;
3. Be custodian of all District funds, be responsible and accountable for all money received and disbursed, keep accurate records for all revenues received and their sources;
4. Countersign with the President of the Board all warrants and claims against the District as well as other legal documents approved by the Board;
5. Prepare and submit to the Board each month a written report of the District's receipts and expenditures;
6. Use uniform budgeting, accounting, and auditing procedures in forms approved by the State Board of Education, which shall be in accordance with the generally accepted accounting principles or auditing standards and with;
7. Prepare and submit to the Board a detailed annual statement for the period ending June 30, of the revenue and expenditures, including beginning and ending fund balances;
8. Assist the Superintendent in the preparation and submission of budget documents and statistical and fiscal reports required by the law or the State Board of Education;
9. Insure that adequate internal controls are in place to safeguard the District's funds; and
10. Perform other duties as assigned by the Board and Superintendent.

Legal References

Synopsis

Utah Code Ann. 53G-4-204

Compensation for Services -- Additional per diem -- Approval of Expenses

Article IV, Section X, Utah State Constitution
Title 63J, Chapter 1, Utah Budgetary Procedures Act

Oath of Office
Accounting Principles and Standards

Utah Code Ann. 53G-4-303

Duties of Business Administrator

Approved by Board of Education:

August 13, 2013