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Statement of.....

## **Policy and Responsibility**

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SUBJECT: BUSINESS ADMINISTRATOR

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### **I. BUSINESS ADMINISTRATOR**

The Business Administrator shall work under the direction of the Superintendent. The Business Administrator shall be appointed as specified by law for a term of two years. Interim appointments shall not exceed one year.

### **II. DUTIES OF THE BUSINESS ADMINISTRATOR**

The Business Administrator shall keep a journal of the Board's proceedings, keep records and accounts for all District funds, have custody of all records, District seal, and documents not otherwise assigned, and assume such other duties assigned by the Board or stipulated by law.

The Business Administrator shall have care and custody of all money belonging to the District and shall make disbursements upon warrants signed by the President of the Board and the Business Administrator. The Business Administrator shall sign all bonds and perform such other duties assigned by the Board.