

Title: Treasurer; Checking Account Policy

Control Information

| Control Item | Details |
|---------------------|---------------------------------------|
| Owner/Curator | BCS Board Secretary/BCS Administrator |
| Policy # | Policy0016b |
| Supersedes | Policy0016a |
| File Location | www.bethanycharter.org |
| Board approval date | Feb 20, 2007 |

Revision History

| Revision | Date | Revision Description | Originator |
|----------|----------------|----------------------|-------------|
| A | August 1, 2005 | Initial release | K. Buchheit |
| B | Feb 20, 2007 | Amend policy | K. Buchheit |

1.1. Treasurer Responsibilities

The BCS Board Treasurer will do an internal audit on the BCS checkbook 4 (four) times a year. These checks will be done once every 3 (three) months.

1.2. BCS Checking Account

Authorized signers for account:

BCS Board President
BCS Board Secretary
BCS Board Treasurer
BCS Administrator

For writing checks:

Two (2) signers preferred on each check

Checkbook, register, and ledger will be kept in the fireproof locking file cabinet at the school. Extra checks will be kept there as well.