

**BOARD OFFICER DUTIES  
MINUTES/ENCUMBRANCE CLERK**

The Gore Board of Education has combined the positions of minutes clerk and encumbrance clerk and has established the following duties for the minutes/encumbrance clerk:

- Attend all regular and special meetings of the board and keep an accurate journal of the proceedings thereof;
- List the approved encumbrances in the minutes of the board meetings;
- Furnish requesting newspapers in the county with copies of tentative minutes;
- Keep all books and documents of this school district;
- Enter the authorized amounts of appropriations in the various appropriations accounts;
- Charge the appropriate appropriation accounts and credit the affected encumbrances outstanding accounts with approved encumbrances after determining that the encumbrances do not exceed the balance of the appropriation charged;
- Receive certification from the proper district employee that services or merchandise billed to the district have been received, file bills and invoices in official records, debit encumbrances outstanding account and credit the accounts payable account for the amounts of the approved bills.
- Pay approved bills by issuing warrants against the designated funds, charging the warrants against the appropriate accounts payable account and crediting to the appropriate warrants issued account, or, by . notifying the board treasurer that the bills are approved for payment in lieu of issuing warrants so that the treasurer can record payments by check, wire transfer, direct payroll deposit or other disbursement through the Federal Reserve System.
- Receive all warrants, certificates of indebtedness, or bonds from the treasurer after the treasurer has registered the warrants in numerical order.
- Perform such other duties as directed by the board of education.
- Meet training point requirements.
- The minutes/encumbrance clerk will post a surety bond in the amount of \$1,000.00 or as required by law before discharging any duties as minutes/encumbrance clerk.

REFERENCE: 700.0. §5-119

**NOTE:**

The minutes and encumbrance clerk cannot be a member of the board of education.  
School boards may elect to employ one person to act as both encumbrance and minutes  
In that case, this policy may be adapted in lieu of BDAH and BDAI