

APPOINTED BOARD OFFICIALS

Duties of Business Manager

The assistant superintendent for support services will be appointed to serve as the business manager of the board and as such will perform the following:

1. Perform the duties imposed by the board and state law.
2. Have custody of all monies under the control of the district.
3. Keep an accurate detailed account of all business of the district according to the uniform accounting system for South Dakota school districts.
4. Prepare and give regular periodic reports of the receipts, expenditures, inventories and fund balances to the board and to state agencies as required by law.
5. Countersign, with the president of the board all checks, notes, agreements, minutes, and other documents relating to district affairs.
6. Keep safe the official minutes of the board proceedings.
7. Publish the minutes of board meetings, the budget and other statutory notifications and make such copies available at the Rapid City Public Library.
8. Conduct school elections.
9. Report the tax levy adopted by the board to the county auditor.
10. Administer oaths as necessary.
11. Be safekeeper of all deeds, contracts, and other legal documents.

Adopted 11/08/77
Revised 11/24/81
Revised 05/24/88
Reviewed 11/23/93
Reviewed 09/08/98
Revised 04/25/16

Legal Reference:

SDCL 13-8-10 – Meetings of board – Election of officers – Designation of depository and newspaper – Quorum.

SDCL 13-8-35 – Publication of minutes of board – Contents – Changes after publication –
Business manager to sign.

Cross Reference:

DH - Bonded Employees and Officers