



---

**JOB TITLE:** Treasurer  
**REPORTS TO:** SALS Board of Trustees

---

**DATE:** 1/7/2026

---

## SUMMARY

The Treasurer is appointed by the SALS' Board of Trustees. They are required to take an Oath of Office and perform their duties as defined in state law. The Treasurer should be independent of the Library's accounting functions and should not have the ability to record receipts, disbursements or journal entries in the financial system. A specific member of a selected independent accounting firm or CPA may be appointed by the Board and must also take an Oath of Office.

The Treasurer must be bonded, as should other staff with the responsibility for handling public and private funds on behalf of the Library.

The Treasurer is not required to attend the Board meeting, but certainly may do so at the pleasure of the Board. However, a Treasurer's Report must be presented at the meeting and reviewed by the Board.

## DUTIES

The public library Treasurer is responsible for depositing and disbursing library funds, maintaining appropriate accounting records, and providing a monthly Treasurer's report to the board. Typical duties include:

- Reconciliation of bank statements
- Preparation of Monthly Report to the Board of Receipts & Disbursements
- Signing checks for payment after Board approval
- Oversight of Investments

### Bank Statements

1. The Library Treasurer must have access to the original bank statements in order to prepare the monthly Board report.
  - a. This function may be delegated to staff or an independent accounting firm who do not have access to cash nor the ability to record receipts, disbursements, or journal entries in the financial system (Office of the State Comptroller: Shelter Rock Public Library District – Bank Reconciliations, p.2).
  - b. It is the Treasurer's responsibility to oversee this process and prepare the Board report.

### Monthly Treasurer's Report

1. The Treasurer's monthly Report to the Library Board should show the reconciliation of all bank statements and report actual revenues and expenditures compared to the Library budget.
  - a. This summary report should not be confused with the detailed monthly line-item financial report from the Library's business office which is prepared by SALS' staff under the direction of the Executive Director.

- 
- b. SALS' designated staff should prepare a monthly report on the revenues and expenditures on a line item (detailed) basis as compared with the Library's annual budget and year-to-date expenditures and encumbrances for Board review. This should reconcile with the independent Treasurer's summary report to the Board.

#### Check Signing

1. Once the Board approves bills (warrants), the Treasurer verifies and signs checks against these approvals, reconciling accounts, and reporting monthly.
2. The Treasurer follows strict State Comptroller guidelines for public funds.

#### Deposits, Transfers, and Investments of Funds

1. The Treasurer is responsible for these actions.
2. They may not personally perform such transactions, but they must be aware of and oversee the process.
  - a. The principle of "segregation of incompatible duties" should always be considered in the handling of library assets.

For additional information refer to the [Handbook for Library Trustees of New York State and the Role of the Public Library Treasurer](#),