

Code No. 707.1

SECRETARY'S REPORTS

The board secretary shall file with the Board of Directors each month a complete financial statement of the preceding month's business. This will include statements of cash activity, cash balances, monthly check registers, comparisons of revenues and expenditures to authorized budget and investment activity. This statement shall be enclosed with the agenda sent to the Board of Directors prior to the regular monthly meetings.

Legal Reference: Iowa Code ** 279.8; 291.7 (1995).

Cross Reference: 206.3 Secretary
1. Annual Meeting
707. Fiscal Reports

Approved: October 11, 2005 Reviewed: December 11, 2014 Revised: _____

