

SECRETARY'S REPORTS

The business manager/board secretary will report to the board each month about the receipts, disbursements and balances of the various funds. This report will be in written form and sent to the board with the agenda for the board meeting.

Legal Reference: Iowa Code §§ 279.8; 291.7 (2007).

Cross Reference: 206.3 Secretary [or 206.3, Secretary-Treasurer]
211.1 Annual Meeting
707 Fiscal Reports

Approved 4-16-12

Reviewed _____

Revised _____