School Treasurer Internship Verification Form

The 300-hour internship should be an individualized, mutually developed series of experiences reflective of the results of an assessment of the educational needs of the intern as related to the role, functions, and responsibilities of the treasurer. The 300 hours of field experience should be well distributed over the following:

1. Overview of Treasurer and Business Office Responsibilities (10 hours)
   a. Review of statutory duties
   b. Relationship with board of education
   c. Role and relationship with superintendent and other administrators
   d. Relationship with other offices and officials

2. Financial Management (20 hours)
   a. Basic banking depository requirements
   b. Investments
   c. Bonds and notes

3. Fund Accounting (50 hours)
   a. Processing accounts payable and receivable
   b. Receipts
   c. Billing and invoices
   d. Purchase orders and encumberances
   e. Petty cash and change funds
   f. Student activity funds/management
   g. Internal accounting controls

4. Financial Reporting (50 hours)
   a. Budget and appropriations
   b. Financial forecasting and fiscal analysis
   c. General purpose financial statements, cash reporting
   d. GAAP

5. Purchasing and business functions (80 hours)
   a. Bidding and purchasing procedures
   b. Employee contracts
   c. Payroll processing/distribution/reports
   d. Employee benefits (type, enrollment & claims)
   e. Salary schedules

6. Legal/Legislation (50 hours)
   a. Ohio compliance functions
   b. Fiscal certificates
   c. Legal notices
   d. Short-term and long-term borrowing
   e. FMLA, ADA, FLSA, Workers' Compensation

7. Administrative and other duties (20 hours)
   a. Board secretary-minutes and role at board meetings
   b. Member of administrative team/role with policy team
   c. Record retention/destruction
   d. Collective bargaining (public sector)

8. Other areas, if appropriate, to the particular district and its needs (20 hours)

I hereby certify that _____ _____
(name of applicant) **(State ID or Social Security Number)**

has successfully completed all internship requirements, as specified above, for the School Treasurer license.

The beginning date of the internship was _____ ,

and the ending date was _____ .

_____
Signature of licensed supervising school treasurer **Date**

_____
Print or type the name of the supervising school treasurer

_____ _____
Ohio school district and IRN# **Telephone number**