

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 to the role, functions and responsibilities of the treasurer. The 300 hours of field experience should be well distributed over the following areas:

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 and 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 encumbrances
 - 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 and 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

Educator State ID

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

The beginning date of the internship was

The ending date of the internship was

Signature of licensed supervising school treasurer

Educator State ID of licensed supervising school treasurer

Ohio school district and IRN

Please be sure all required information is correct and included on the form. An incomplete form and/or incorrectly completed form will not be accepted, and a new form will be required.