

APPOINTMENT, TERM OF OFFICE, AND INTERIM APPOINTMENT

APPOINTMENT:

The Board shall appoint a Business Administrator.

Utah Code Ann. § 53A-3-302(1) (2011)

TERM OF OFFICE:

The Business Administrator's term of office is for two years and until a successor is appointed and qualified. On or after May 8, 2012, the Board may not enter into an employment contract that contains an automatic renewal provision with the Business Administrator.

Utah Code Ann. § 53A-3-302(2) (2012)

NO BUSINESS ADMINISTRATOR APPOINTMENTS DURING INTERIM VACANCY PERIOD:

As used in this policy, "Interim Vacancy Period" means the period of time that:

1. Begins on the day on which a general election is held to elect a member of the Board; and
2. Ends on the day on which the member-elect begins.

The Board may not appoint a business administrator during an interim vacancy period. However, the Board may appoint an interim business administrator during an interim vacancy period; and the interim business administrator's term shall expire once a new business administrator is appointed by the new Board after the interim vacancy period has ended.

The interim business administrator requirement does not apply if all the Board members who held office on the day of the general election whose term of office was vacant for the election are reelected to the Board for the following term.

Utah Code Ann. § 53A-3-302(5) (2012)

INTERIM APPOINTMENT:

If it becomes necessary to appoint an interim business administrator due to a vacancy in the office of business administrator, then the Board shall make an appointment during a public meeting for an indefinite term not to exceed one year, which term shall end upon the appointment and qualification of a new Business Administrator.

Utah Code Ann. § 53A-3-302(3) (2011)

OATH OF OFFICE:

The Business Administrator qualifies for office by taking the constitutional oath of office:

Utah Code Ann. § 53A-3-302(4) (2011)

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of Utah, and that I will discharge the duties of my office with fidelity."

Article IV, Section X, Utah State Constitution

GENERAL RESPONSIBILITIES:

Subject to the direction of the District's Superintendent of Schools, the Business Administrator shall:

1. Have custody of the Board's seal and use the seal to authenticate all matters requiring authentication.
2. Attend all meetings of the Board, keep accurate records of its proceedings as required by law, subject to requirements that certain closed meetings not be recorded, as set forth in Policy BEB, and have custody of the records of the Board;
3. Be custodian of all District funds, be responsible and accountable for all money received and disbursed, keep accurate records for all revenues received and their sources;
4. Countersign with the President of the Board all warrants and claims against the District as well as other legal documents approved by the Board;
5. Prepare and submit to the Board each month a written report of the District's receipts and expenditures;
6. Use uniform budgeting, accounting, and auditing procedures in forms approved by the State Board of Education, which shall be in accordance with the generally accepted accounting principles or auditing standards and with Title 63J, Chapter 1, Utah Budgetary Procedures Act;
7. Prepare and submit to the Board a detailed annual statement for the period ending June 30, of the revenue and expenditures, including beginning and ending fund balances;
8. Assist the Superintendent in the preparation and submission of budget documents and statistical and fiscal reports required by the law or the State Board of Education;
9. Insure that adequate internal controls are in place to safeguard the District's funds; and
10. Perform other duties as the Superintendent may require.

Utah Code Ann. § 53A-3-401(3) (2014)

Utah Code Ann. § 53A-3-303 (2008)

