Business Administrator Qualifications and Responsibilities

Oath of office-

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

Utah Code § 53G-4-302(4) (2018) Article IV, Section X, Utah State Constitution

"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

After the Business Administrator has taken and signed the oath of office, the oath shall be filed with the Business Administrator.

Utah Code § 52-1-6 (2025)

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. Ensure 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 § 53G-4-401(3) (2019) Utah Code § 53G-4-303 (2019)