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## **Business Manager of the District**

Section 15.1-09-33, NDCC, authorizes the board to employ a business manager. A 30-day notice in writing is necessary to dismiss the business manager unless there is serious cause, in which case dismissal or suspension may be without prior notice.

NDCC 15.1-07-21 lists major duties of the business manager but other duties are found in Titles 21 and 57.

The business manager is charged by law with safekeeping of district funds and must be bonded. Only the business manager and the board president are authorized by law to sign checks on behalf of the district and only after the board has approved the expenditure. The law requires that both individuals sign every check and then only after the business manager ascertains that there are adequate funds in the account (NDCC 15.1-07-12 and 15.1-09-28). The only exceptions are the incidental revolving fund described in NDCC 15.1-07-11 and the delegation of certain specific bill paying authority given by board policy pursuant to NDCC 15.1-07-12.

It is important to note that the business manager works **for** the board and **with** the superintendent. Therefore, if an evaluation of the business manager is done, it should be conducted by the board. Note that state law does not require an evaluation.

See [Section 05-40](#) for information on the North Dakota Association of School Business Managers.