

Best Practices for Treasurers 2018 Summer Specialized Training

RESPONSIBILITIES OF THE TREASURER

BEFORE THE BOARD MEETING

1. Prepare some claims for payment (clerk may also do these), attach bills to claims, ensuring all transactions for the month are recorded in to the proper accounts –
2. Run a copy of the Disbursement Register, Receipts Register and Cash Control Report (check against clerks cash control statement to balance)
3. Balance the checkbook with the bank statement (give copy of statement to Clerk)
4. Give the clerk copy of receipts for all monies received since the last meeting.
5. Run Cash Control and Cash Balance Statement and compare to the bank statement
6. Make copies of the Cash Control, Disbursement Register and Receipt Register and Current Investment Report for the board (a few extra for visitors). Also, make a copy of the claims list for approval and net pay list for boards approval
7. Calculate payroll

DURING THE BOARD MEETING

1. Be prepared to answer any questions about the Cash Control or investments
2. Advise the board of any up coming changes in the investment interest rates (if applicable)
3. Double check claims and/or payroll
4. Print Checks for signatures after the approval of the board (treasurer is last person to sign)

AFTER THE BOARD MEETING

1. Enter claims paid into disbursements from the meeting
2. Enter check numbers
3. Record Receipts received (as they come in)

**Deposits of money should occur during the month

TREASURER'S DUTIES

Statute 367.16

It is the duty of the Town Treasurer:

- (1) To receive and take charge of all money belonging to the town, or which is required to be paid into its treasury, and to pay it out only upon the lawful order of the town or its officers;
- (2) To preserve all books, papers, and property pertaining to or filed in the treasurer's office;
- (3) To keep a true account of all money received as treasurer and the manner in which it is disbursed, in a book provided for that purpose, and provide the account, with the treasurer's vouchers, to the town board of audit, at its annual meeting, for adjustment;
- (4) To deliver, on demand, all books and property belonging to the treasurer's office, and all money in the treasurer's hands as treasurer, to a qualified successor;
- (5) To keep in a suitable book a register of all town orders presented for payment that cannot be paid for want of funds, with the date presented, and to endorse upon the back of each the words "not paid for want of funds," with the date of the endorsement, signed by the treasurer;
- (6) To draw from the county treasurer, from time to time., money received by the county treasurer for the town, and receipt for it;
- (7) To make and file with the town clerk, within five days preceding the annual town meeting, a statement, in writing, of the money received from the county treasurer and all other sources, and all money paid out as town treasurer. The statement shall show the items of money received and from whom, on what account and when each was received. The statement shall also show the items of payment and to whom, for what purpose, when and the amount of each that was made, and the unexpended balance on hand; and
- (8) To perform other duties required by law

DEPUTY TREASURER

Statute 367.161

- (1) Each town treasurer may appoint a deputy not currently serving as an elected official of the town for whose acts the treasurer is responsible, and who, in case of the treasurer's absence or disability, shall perform the treasurer's duties.

<u>Number</u>	<u>Name</u>
100	General Fund
201	Road and Bridge
225	Fire Fund
230	Solid Waste Fund
235	Community Fund
240	Special Road Fund
301	General Debt Service
302	Debt Service Fund
303	Debt Service Fund

Taxes**General Property Taxes**

31001	General Property Taxes (31001-31299)
31010	Current Ad Valorem Taxes
31020	Delinquent Ad Valorem Taxes
31030	Mobile Home Tax

General Sales and Use Taxes

31310	City Sales Tax
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Selective Sales and Use Taxes

31410	Hotel-Motel Tax
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Other Taxes

31810	Franchise Taxes
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Penalties and Interest On Delinquent Taxes

31910	Penalties and Interest on Ad Valorem Taxes
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Intergovernmental Revenues**Federal**

33101	Federal Grants and Aids
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State

33401	Local Government Aid
33403	Mobile Home Homestead Credit
33404	Attached Machinery Aid
33413	Reduced Assessment Credit
33418	Municipal State Aid for Streets-Maintenance (Gas Tax, Road Allotment)
33421	Insurance Premium Tax-Police
33426	Agricultural Market Value Credit
33428	State – Payments in Lieu of Taxes
33460	Town Aid

From Other Local Governmental Units

33610	County Grants and Aids for Highways
33620	Other County Grants and Aids

Charges For Services**General Government**

34101	City/Town Hall Rent
34102	Recording of Legal Instruments

Public Safety

34202	Special Fire Protection Services
34225	Fire Contracts

Miscellaneous Revenues

36210	Interest Earning
36220	Royalties
36230	Contributions and Donations from Private Sources

Other Financing Sources

39101	Sales of General Fixed Assets
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Inter Fund Transfers In

39203	Transfer from Government Fund
39204	Interfund Debt Borrowed

Proceeds For General Long Term Debt

39310	General Obligation Bond Proceeds
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Misc. Other Financing Sources

39990	Sale of Investment
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General Government**Legislative**

41110 Council/Town Board

City/Town Clerk

41410 Elections

41425 Clerk

Financial Administration

41510 Treasurer

Law

41610 City/Town Attorney

Other General Government

41940 General Government Buildings and Plant

41950 Assessing

41960 Elections-other than Clerk

41970 Insurance (LMCIT, MATIT, worker's comp. etc)

Public Safety

42110 Police administration

Fire

42210 Fire Administration

42260 Fire Repair Services

42280 Fire Stations and Buildings

Traffic Engineering

42601 Traffic Engineering Expenditures

Other Protection

42820 Examination of Licensed Occupations

Public Works**Highways, Streets and Roadways**

43121 Paved Streets

43122 Unpaved Streets

43125 Ice and Snow Removal

43126 Road and Bridge Equipment

43130 Bridges, Viaducts and Grade Separations

43150 Storm Drainage

43160 Street Lighting

Sanitation

43210 Sanitation Administration

43230 Waste (Refuse) Collection

43240 Waste (Refuse) Disposal

43250 Sewage Collection and Disposal

43253 Sanitary Sewer Cleaning

43260 Weed Control

43270 Pest Control

Culture and Recreation**Recreation**

45122 Recreation Centers

45127	Other Recreation Facilities
Parks	
45202	Park Areas
Conservation of Natural Resources	
46101	Water Resources
46102	Shade Tree Disease Control
Debt Service	
Principal Payments	
47110	Bond Principal
47120	Other Debt Principal
Interest Payments	
47210	Interest – Bonds
47220	Interest – Other Debt
Miscellaneous Expenditures	
49010	Cemetery
Unallocated Expenditures	
49201	Unallocated Expenditures
49210	Retirement and Pension Contributions – Unallocated
49240	Insurance – Unallocated
Other Financing Uses	
49310	Payments to Refunded Bond Escrow Agent
49350	Purchase of Investments
49360	Transfer To Government Fund

Number**Name****Personal Services**

101	Wages and Salaries- Full-time Employees – Regular
103	Wages and Salaries- Part-time Employees
111	Other Pay: Severance
121	Employer Contributions for Retirement; PERA Contributions
122	Employer Contributions for Retirement: FICA Contributions
133	Employer Paid Insurance: Life
135	Employer Paid Insurance: Medicare
141	Unemployment Compensation: Insurance Premiums
151	Worker's Compensation: Insurance Premiums
160	Liability Insurance for Employees

Supplies

201	Office Supplies: Accessories (staplers, pencil sharpeners, etc.)
202	Office Supplies: Duplicating and Copying Supplies
203	Office Supplies: Printed Forms and Paper
211	Operating Supplies: Cleaning Supplies
223	Repair and Maintenance Supplies: Building Repair Supplies
224	Repair and Maintenance Supplies: Street Maintenance Materials
225	Repair and Maintenance Supplies: Landscaping Materials
226	Repair and Maintenance Supplies: Sign Repair Materials
240	Small Tools and Minor Equipment

Services and Charges

301	Professional Services: Auditing and Accounting Services
304	Professional Services: Legal Fees
307	Professional Services: Management Fees
321	Communications: Telephone
322	Communications: Postage
331	Transportation: Travel Expense
351	Printing and Binding: Legal Notices Publishing
352	Printing and Binding: General Notices and Public Information
361	Insurance: General Liability
362	Insurance: Property
381	Utility Services: Electric Utilities
383	Utility Services: Gas Utilities
384	Utility Services: Refuse Disposal
401	Repairs and Maintenance – Contractual: Buildings
403	Repairs and Maintenance – Contractual: Improvements Other Than Buildings
433	Miscellaneous: Dues and Subscriptions
434	Miscellaneous: Awards and Indemnities

431	Miscellaneous: Cash Short
432	Miscellaneous: Uncollectible Checks
433	Miscellaneous: Dues and Subscriptions
435	Miscellaneous: Books and Pamphlets
490	Miscellaneous: Donations to Civic Organizations (Bands, etc.)
Capital Outlay	
510	Capital Outlay: Land
520	Capital Outlay: Buildings and Structures
530	Capital Outlay: Improvements Other Than Buildings
540	Capital Outlay: Heavy Machinery
550	Capital Outlay: Motor Vehicles
560	Capital Outlay: Furniture and Fixtures
570	Capital Outlay: Office Equipment and Furnishings
580	Capital Outlay: Other Equipment
590	Capital Outlay: Books
599	Leasehold Improvements
Other Financing Uses	
601	Debt Service: Bond Principal
602	Debt Service: Other Long-Term Obligation Principal
611	Debt Service: Bond Interest
612	Debt Service: Other Long-Term Obligation Interest
620	Debt Service: Fiscal Agents' Fees
720	Interfund Transfers
730	Interfund Loans
800	Investments Purchases
810	Refunds and Reimbursements

Month :
 year :

TRESURER'S REPORT

	100 GENERAL	201 R & B	SOLID WASTE	COMM	225 FIRE	SP/ROAD	DEBT SERVICE	TOTAL
BALANCE								
RECEIPTS								
SUB TOTAL								
DISBURSE								
TRANSFER								
END BAL								