

TREASURERS TRAINING



INTRODUCTION

- Treasurer basics – Overview of duties
- Chart of Accounts
- Receipts/Claims (Disbursements)
- Best Practices

RECEIPTS

- Report on previous months receipts should be included (May total receipt report given to board in June)
- Funds are to be reported in CTAS as of the day they were received
- Receipts are 3 part, Clerk gets copy, treasurer keeps copy and one remains in book; bank statement

Receiving Money

RECEIPT DATE _____ No. **123455**

RECEIVED FROM _____ \$ _____

_____ DOLLARS

FOR RENT
 FOR _____

ACCOUNT		<input type="checkbox"/> CASH
PAYMENT		<input type="checkbox"/> CHECK
BAL. DUE		<input type="checkbox"/> MONEY ORDER
		<input type="checkbox"/> CREDIT CARD

FROM _____ TO _____
BY _____

RECEIPT DATE _____ No. **123456**

RECEIVED FROM _____ \$ _____

_____ DOLLARS

FOR RENT
 FOR _____

ACCOUNT		<input type="checkbox"/> CASH
PAYMENT		<input type="checkbox"/> CHECK
BAL. DUE		<input type="checkbox"/> MONEY ORDER
		<input type="checkbox"/> CREDIT CARD

FROM _____ TO _____
BY _____

RECEIPT DATE _____ No. **123457**

RECEIVED FROM _____ \$ _____

_____ DOLLARS

FOR RENT
 FOR _____

ACCOUNT		<input type="checkbox"/> CASH
PAYMENT		<input type="checkbox"/> CHECK
BAL. DUE		<input type="checkbox"/> MONEY ORDER
		<input type="checkbox"/> CREDIT CARD

FROM _____ TO _____
BY _____

RECEIPT DATE _____ No. **123458**

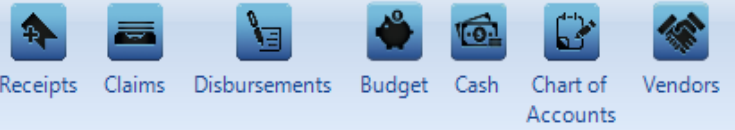
RECEIVED FROM _____ \$ _____

_____ DOLLARS

FOR RENT
 FOR _____

ACCOUNT		<input type="checkbox"/> CASH
PAYMENT		<input type="checkbox"/> CHECK
BAL. DUE		<input type="checkbox"/> MONEY ORDER
		<input type="checkbox"/> CREDIT CARD

FROM _____ TO _____
BY _____



Receipts

3:32 PM

Receipts List Add Receipt

Search By
Receipt Date

Search by Receipt Date
02/28/2018 To 03/31/2018

Search

Date	Receipt No.	Remitter	Description	Amount	Void	Cleared	Deposit Date/ID	Occurrence Date
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- 2) View/Edit
- 3) Void (Y/N)
- 4) Delete
- 5) Export to CSV
- 6) Print

CLAIMS/DISBURSEMENTS

- Claims are demands for money from the township
- Bill arrives – someone opens mail
- All claims/disbursements require detailed receipts
- Good to have policy for reimbursements
- Someone codes the bill
- Enters into system first/prepares list of claims for payment and checks that need signatures

CLAIMS/DISBURSEMENTS

- Supervisor claims other than regular? Need resolution –conflict of interest form (C6000)
- Signatures at meeting (chair, clerk, treasurer last)
- List of claims to Board for approval and check numbers entered
- Next person enters claims/check numbers

 Receipts
  Claims
  Disbursements
  Budget
  Cash
  Chart of Accounts
  Vendors

Claims

Claims List Add Claims 410 x

* Claim Number
Notes

* Claim Date
Occurrence Date

* Pay to the order of

Address

* Description








Summary

* Total	\$ 50.00
Distributed	\$50.00
Difference	\$0.00

Account Distribution

Fund Number	Account Number	Object Code	Program Code	Amount	Debt
▶ 100: General Fund	41110: Council/Town Board	201: Office Supplies: Accesso...		\$50.00	
* <input type="checkbox"/>					

Delete Selected Records

 Receipts
  Claims
  Disbursements
  Budget
  Cash
  Chart of Accounts
  Vendors

Claims

7:12 AM

Claims List Add Claims 410 x

Search By

Claim Date

Search by Claim Date

05/19/2018 To 06/19/2018

Search

Date	Claim No	Vendor	Description	Amount	Approved	Posted	Check Number	Void	Occurrence Date
06/19/2018	410	Bugs Bunny	Purchased 1 cas...	\$50.00	No	No		No	

Claims Processing

- Print Claims
- Claims List For Appr
- Approve Claims
- Print Checks
- Enter Check #'s
- Post Paid Claims To Disbursements

2) View/Edit
 3) Void (Y/N)
 4) Delete
 5) Export to CSV

somewhere township

Cash Control Statement

3/30/2018

For the Period : 4/1/2018 To 4/30/2018

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	(\$379.57)	\$0.00	\$0.00	(\$379.57)	\$0.00	\$0.00	(\$379.57)
Road and Bridge	\$47,621.55	\$0.00	\$0.00	\$47,621.55	\$0.00	\$0.00	\$47,621.55
Fire Fund	\$3,576.85	\$0.00	\$0.00	\$3,576.85	\$0.00	\$0.00	\$3,576.85
Total	\$50,818.83	\$0.00	\$0.00	\$50,818.83	\$0.00	\$0.00	\$50,818.83

Joe Jones

Town Supervisor

Date

John Johnson

Chair, Town Supervisor

Date

Susan Smith

Town Supervisor

Date

BALANCING THE CHECKBOOK

- Both clerk/treasurer review statements and balance
- Both need receipts
- Both need claims
- Both need payroll data

BEST PRACTICES

- Review duties – duties could overlap
- Ex officer training, ask questions, take plenty of notes – learn the basics.....learn the basics.....
- Read, read, read everything
- Familiarize yourself with CTAS or manual method
- Terms/ receipt, disbursement, claims, various reports

BEST PRACTICES

- Attend CTAS one on one training through state auditors/MAT trainers
- Balance bank statement monthly
- Review each bill checking for accuracy
- Both clerk and treasurer should; balance bank statement, review receipts, claims and payroll

BEST PRACTICES

- Example of cheat sheet I use (balance statement 2 different ways)
- Payroll – forms Federal/State W-4, MN New Hire, PERA, any other
- Wages – stipends, hourly rate, meeting fees
- Does not go into wages; reimbursements and mileage
- All elected positions are town officials; supervisors, clerk, treasurer

BEST PRACTICES

- Cheat sheets –
- Share your best practices with us – will share with other Treasurers
- Questions????????/