

Best Practices for Treasurers

2021 Spring Training

Meeting Responsibilities of the Treasurer

BEFORE THE BOARD MEETING

1. Balance the checkbook with the bank statement and give a copy of the statement to the Clerk.
2. Give the clerk copy of receipts for all monies received since the last meeting.
3. Prepare claims for payment (clerk may also do these), attach bills to claims, and using Chart of Accounts ensure claims have the correct Fund, Account Number, and Object Code.
4. Calculate payroll.
5. Run a copy of the past months: Receipts Register, Disbursement Register, and Cash Control Report for the board's approval.
6. Also run the current months: Claims List for Approval and the Net Pay Account Distribution for the board's approval.
7. Additional reports may have to be run if the township has investments (Investment Schedule 8 report) and uses the Budget report for budgeting.

DURING THE BOARD MEETING

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

AFTER THE BOARD MEETING

1. Enter the check numbers into CTAS.
2. Post Paid Claims to Disbursements.
3. Make sure that all money received is deposited immediately as it comes in for that 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.