

DUTIES OF TOWN TREASURER.

The town treasurer shall:

1. *Receive and disburse town money.*
 - a) Receive and take charge of all money belonging to the town, or which is required by law to be paid into the town treasury, and disburse the money.
 - b) Keep an itemized account of all moneys received and disbursed, specifying the source from which it was received, the person to whom it was paid and the object for which it was paid. The treasurer shall issue numbered receipts for all funds received. At the request of the town board, the treasurer shall present the account books, and any supporting documents requested, to the board.
 - a) *Deposit of town money.* Deposit as soon as practicable the funds of the town in the name of the town in the public depository designated by the town board. Failure to comply with this paragraph is grounds for removal from office. When money is deposited in the depository, the treasurer and the treasurer's sureties are not liable for any loss. The interest arising from the money deposited shall be paid into the town treasury.
2. *Records.* Comply with the Wis. Public records law concerning records of which the treasurer is legal custodian.
3. *Taxes.* Perform all of the duties relating to taxation required of the town treasurer by law.
4. *Appointments.* May appoint a deputy.
5. *Checks and transfer orders.* Sign draft or order checks and transfer checks. (Also signed by town clerk and counter-signed by town chairperson).