

**“DUTIES OF TOWN TREASURER”**  
**Addendum to Resolution 2014-13**  
**July 8, 2014**

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.
  - c) Present to the Town Board Chair and Town Board Supervisors each month a current Balance Sheet and Profit & Loss Statement – if the meetings are held prior to receiving bank statements, the current end-of-month information should be presented with the comment that the bank has not been reconciled at that time. This is to provide up-to-date information rather than providing the Board with information that is already a month or more old.
  - d) Present to the Town Board Chair and Town Board Supervisors an accounting each month of the current fund balances, including the breakdowns of the restricted and dedicated funds within those accounts.
  - e) *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).