

105.2 Clerk/Treasurer Job Duties Policy

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SECTION I – ANNUAL MEETING

- A. Gives notice of the Annual Meeting, keeps minutes of the proceedings; records the orders, resolutions, and directions made at the meeting and keeps a poll list of persons voting at the meeting.

SECTION II – CLERK/TREASURER OF THE TOWN BOARD

- A. Responsible for proper notice of all meetings as required by the open meeting law.
- B. Prepares and has available the agenda for all meetings including support material when applicable.
- C. Prepares all resolutions, issues permits and licenses authorized by the Town Board, and collects the necessary fees.
- D. Attends all meetings and keeps a full record of its proceedings
- E. Issues periodic budget reports to the Town Board.
- F. Prepare and distribute newsletter.
- G. Work with public to meet requests for information.

SECTION III – ELECTIONS

- A. Responsible for all elections in the Town as required by State Statutes. This shall include: legal notices, preparation/acquiring ballots, selection of election workers, supervision of polls, certification of results, and delivery of ballots as appropriate.

SECTION IV – LEGAL NOTICES

- A. Prepares and has published all required legal notices. Posts all legal notices.

SECTION V – ANNUAL REPORT

- A. Prepares the Annual Report detailing the Town's financial condition together with an abstract of all real estate tax assessments.

SECTION VI - FINANCIAL

- A. Deposits checks and/or cash once a week to either the State Bank of Cross Plains or the Peoples State Bank checking accounts.
- B. Enters deposits and bills, as received, into the Towns accounting software, QuickBooks, and classifies the deposits and bills into the appropriate budget category.
- C. Reconciles Town records with bank statements monthly and records earned interest.
- D. As needed, reallocates funds either to or from either checking accounts by telephone wire transfer.
- E. Prepares a register of all bills and submits it to the Town Board for approval. Signs all checks; obtains signature of Chair of Town Board on all checks.
- F. Backs up electronic accounting records weekly onto a diskette and stores diskette in fire proof file cabinet.
- G. Prepares annual budget data for the Town Board's consideration in September.
- H. Works with Town Board to schedule and notice Special Town Meeting to approve Town's annual budget in October.
- I. Completes State Financial Report Form C and verifies that the Town's chart of accounts is in compliance with State requirements.
- J. Furnishes financial records to a certified public accountant for audit.
- K. Arranges for annual audit of Town's financial affairs.
- L. Manages the investments of Town funds including loans as authorized by the Town Board.

SECTION VII - PAYROLL

- A. Prepares full time employee payrolls bi-weekly and part-time employee payrolls monthly.
- B. Withholds, remits monthly payment of, and files quarterly forms for State and Federal employment taxes. Federal payments are paid through the State Bank of Cross Plains and State payments are made directly to the Department of Revenue.
- C. Files quarterly report with State Division of Workforce Development verifying gross wages paid to employees.
- D. Prepares payment of the Town Board's quarterly base pay and meetings and mileage reimbursement.
- E. Prepares annually the reconciliation of Wisconsin Income Tax withheld from wages and Form W-2's.
- F. Prepares Form 1099's to Town payees.

SECTION VIII – PROPERTY TAX ADMINISTRATION

- A. Receives and examines the assessment roll from the assessor.
- B. Keeps minutes of the Board of Review.
- C. Notifies appellants of Board of Review decision.
- D. Deposits the assessment roll with the County for necessary changes.
- E. Prepares the Statement of Assessment.
- F. Prepares special charges forms and mill rates for preparation of tax bills for property owners.

- G. Prepares tax exempt forms and letters to appropriate property owners and transmits the information to the State.

SECTION IX – COLLECTION OF TAXES

- A. Distributes the tax statements for real estate, personal property and dog license information as prepared by the County.
- B. Collects property taxes, personal property, special charges and dog license fees (through the February settlement with the County) including delinquent personal property taxes.
- C. Prepares the Statement of Taxes and Dog License Report and submits to County.
- D. Makes partial and final settlement of property taxes with schools, vocational school, County, and State.
- E. Backs up electronic Town property records periodically on diskette and stores in fire proof file cabinet.

SECTION X – RETENTION OF RECORDS

- A. Retains all records that are (1) necessary to the current conduct of business; (2) required by Wisconsin Statutes or Federal regulations; and/or (3) are relevant to pending or foreseeable investigations or litigations.

SECTION XI – EFFECTIVE DATE

- A. This Policy shall take effect and be in force after its approval by the Town of Berry Board of Supervisors

Dated this 18th day of March, 2002

Posted: April 17, 2002

Brenda Kahl, Clerk/Treasurer
Carol Grob, Supervisor

Melvorn Bankes, Chair
Jeff Postle, Supervisor