

## Treasurer

The Treasurer is responsible for the safekeeping of cash, disbursements, as instructed by the Select board and maintaining good records of such.

Specifically, the treasurer shall:

- 1) Be responsible for all cash and give cash receipts for all monies turned over to him/her from all Town sources.
- 2) Deposit all monies into the Town checking account at least once a week. All monies shall be kept in the safe located at the Town Office prior to deposit. No monies shall be moved from the safe without leaving signed cash receipt. When "cash" deposit amounts exceed \$50,000, such deposit shall be split up and deposited separately so as not to exceed insurance maximum daily limit.
- 3) Reconcile the checking account with the bank statement on a monthly basis so that the two agree. A third party designated by the select board shall initial statements.
- 4) Prepare a detailed report of information in an understandable way, with relevant information on cash accounts for each select board meeting.
- 5) Be responsible for cash management & investment of town funds.
- 6) Write and deliver checks from the select board warrant.
- 7) Be responsible for withholding payroll taxes, and filing the proper quarterly returns with the appropriate taxing agencies. Also maintaining adequate records for W-2, 1099, W-4's and other forms as necessary.
- 8) Be responsible for depositing state funds and reimbursements
- 9) Maintain general ledger, revenue and expense reports showing all financial transactions for the town. Report financial position of the Town of a monthly basis to the Select Board.
- 10) Prepare an annual report in an understandable way, with relevant information for the annual Town Report.
- 11) Prepare and collect tax liens, mail out foreclosure notices, discharge paid liens, compute interest and fees on liens and maintain a good file on all liens. Give an account of all tax acquired property to Select Board when liens have matured.
- 12) Schedule annual audit and work with auditing firm to conduct the annual audit for the Town of Mercer.

Effective date of this policy:

9/10/2020

*Ruby Park*  
*David Hy*  
*A. V. Park*