

DIVISION OF DUTIES IN TOWNS

Board

RECEIPTS:

1. DESIGNATES FINANCIAL INSTITUTION(S) 60.46 34.05(1)
2. AUTHORIZES ACCOUNTS AND MAKES SURE AUTHORIZATIONS ARE UP  
ARE UP-TO-DATE. 34.05(1) 66.042(6)

DISBURSEMENTS:

1. AMENDS BUDGET AS NEEDED 66.042(7) 65.90(5)
2. APPROVES ALL CLAIMS 60.44
3. CHAIRMAN SIGNS ALL CHECKS 66.042(3)

FINANCIAL RECONCILIATION

1. REQUESTS MONTHLY CASH SUMMARY FROM TREASURER AND BUDGET  
SUMMARY FROM CLERK
2. OVERSEES PREPARATION AND PUBLICATION OF ANNUAL BUDGET  
SUMMARY
3. OVERSEES PREPARATION AND PUBLICATION OF ANNUAL REPORT

CLERK

RECEIPTS:

1. MAINTAINS A FILE OF INCOME DUE OR PENDING
2. COMPARES TREASURER'S RECEIPTS TO INCOME DUE FILE
3. CLASSIFIES EACH RECEIPT INTO BUDGET CATEGORIES
4. POSTS INTO RECEIPTS LEDGER 60.33(3)

DISBURSEMENTS:

1. RECEIVES AND REVIEWS ALL CLAIMS 60.44
2. CLASSIFIES BILLS INTO BUDGET CATEGORIES AND VERIFIES APPROPRIATION
3. PREPARES PAYMENT ORDER (VOUCHER OR CHECK) 66.042(1)
4. SUBMITS ORDERS TO BOARD FOR APPROVAL 60.44
5. SIGNS ALL CHECKS
6. FURNISHES PAYMENT DATA TO TREASURER ( STUB, VOUCHER, OR LIST)
7. POST INTO DISBURSEMENT LEDGER 60.33(3)

FINANCIAL RECONCILIATION

1. UPDATES RECEIPT AND DISBURSEMENT LEDGERS TO MONTH-END
2. CALCULATES MONTH-END BALANCE PER CLERK'S BOOKS
3. RECONCILES ANY DIFFERENCES WITH TREASURER
4. PREPARES MONTHLY BUDGET SUMMARY FOR BOARD
5. PREPARES ANNUAL BUDGET DATA PER BOARD'S INSTRUCTIONS
6. PREPARES ANNUAL REPORT
7. COMPLETES STATE FINANCIAL REPORT FORM

TREASURER

RECEIPTS

1. RECEIVES CASH AND CHECKS 60.34(1)(a)
2. ISSUES A NUMBERED RECEIPT 60.34(1)(b)
3. DEPOSITS AS POSSIBLE 60.34(2)(a) 34.05(3)
4. FORWARDS RECEIPT 60.33(3)
5. POSTS ENTRY INTO CASH BOOK 60.34(1)(b)

DISBURSEMENTS:

1. SIGNS ALL CHECKS 66.042(3)
2. DISBURSES ALL PAYMENTS 60.34(1)(a) 66.042(1)
3. POSTS DISBURSEMENTS INTO CASH BOOK 60.34(1)(b)

FINANCIAL RECONCILIATION

1. REVIEWS BANK STATEMENTS AND ISSUES RECEIPTS AND DEBIT MEMOS AS NEEDED
2. RECONCILES CASH BOOK TO BANK RECORDS
3. SUMMARIZES CASH ON HAND AT MONTH-END
4. FORWARDS END-OF-MONTH DATA TO CLERK
5. RECONCILES ANY DIFFERENCES WITH CLERK
6. ISSUES MONTHLY REPORT TO BOARD