

Town of Oconto Falls  
#2 Division of Duties of Elected Officials

BOARD

- Is in charge of all town affairs not dictated by state statute to another officer or employee of the town. 60.22(1)
- Has charge of any action or legal proceeding to which the town is a party. 60.22(2)
- Must designate a public depository for town funds. 60.46
- Must approve all town expenditures. 60.44(1)(b)
- An officer must sign all checks.
- Is responsible for preparation and adoption of the annual budget. 60.40
- May amend budget as necessary. 60.40(5)
- Will request the following monthly reports; Cash Balance Summary, Check Register, Receipt Register and Budget Summary.

CLERK

- Creates agendas for all monthly board meetings and all special meetings of the electors.
  - Records and maintains an accurate record of all town meetings, including but not limited to special meetings of the electors and annual meetings. 60.33(1)
  - Records and maintains an accurate record of all meetings of the town board. 60.33(2)
  - Publishes or posts above records, notices, resolutions and ordinances according to state statute requirements. 60.33(6)
  - Using the town approved software, keeps an accurate account of town finances. 60.33(3)
    - Enters all receipt data submitted by the Town Treasurer. Enters all debit data incurred by the town or it's representatives. Prints the following monthly board reports; Check Register, Receipt Register and Budget Summary. 60.44
  - Signs all checks.
  - Files the appropriate payroll deduction withholding forms quarterly with the IRS and with the DWD.
  - Annually has the W2's and 1099's prepared by a local accounting firm.
  - Manages all elections per county, state statute and WEC requirements and directives. 60.33(4)
  - Oversees the sale of all real property of the town. 60.33(5)
  - Using the Wisconsin Municipal Records Retention Schedule, retains or properly disposes of all records the clerk is the legal guardian of. 60.33(7)
  - Issues all beer, liquor and operators' licenses. 60.33(8)
- 
- Collaborating with the Town Treasurer, files the necessary annual financial reports with the Oconto County Clerk, Oconto County Treasurer, the IRS and the WDOR, including but not limited to the Statement of Taxes, Millrate worksheet and Form CT.
  - Collaborating with the Town Treasurer, prepares the town budget.

TREASURER

Receives all town money and records the transactions and related documentation using town approved software. Numbered receipts shall be issued. 60.34(1)

Makes deposits as often as practical. 60.34(2)

Forwards receipts to the Town Clerk to be entered into the town financial software.

Signs all checks.

Reviews bank statements monthly to reconcile balances.

Creates monthly reports for the board pertaining to checking, savings and cash on hand balances.

Creates an annual financial report showing total revenues and total expenditures.

Using the Wisconsin Municipal Records Retention Schedule, retains or properly disposes of all records the treasurer is the legal guardian of. 60.34(3)

Performs all of the duties relating to taxation as required of the Town Treasurer. 60.34(4)

In collaboration with the Town Clerk, files the necessary annual financial reports with the Oconto County Clerk, the Oconto County Treasurer, the IRS and the WDOR, including but not limited to the Statement of Taxes, Millrate worksheet and Form CT.

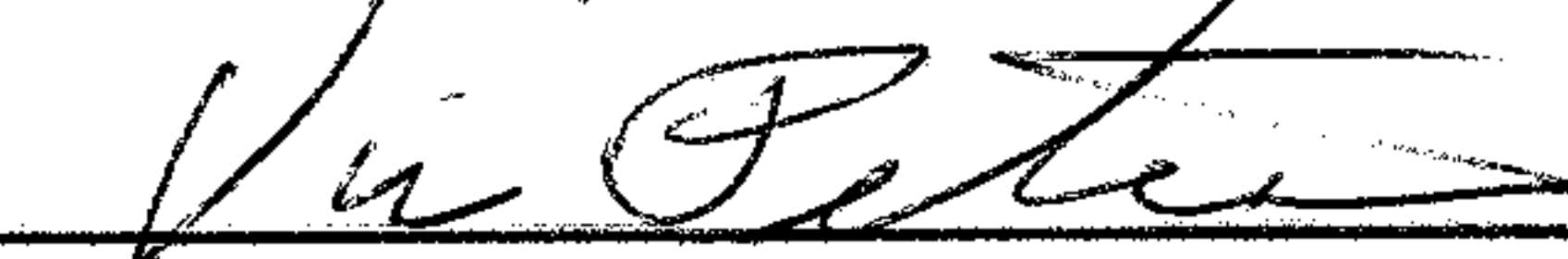
In collaboration with the Town Clerk, prepares the annual town budget.

Amended this 9<sup>th</sup> day of January, 2023.


Signed:

  
\_\_\_\_\_

Dave Alsteen, Chairman

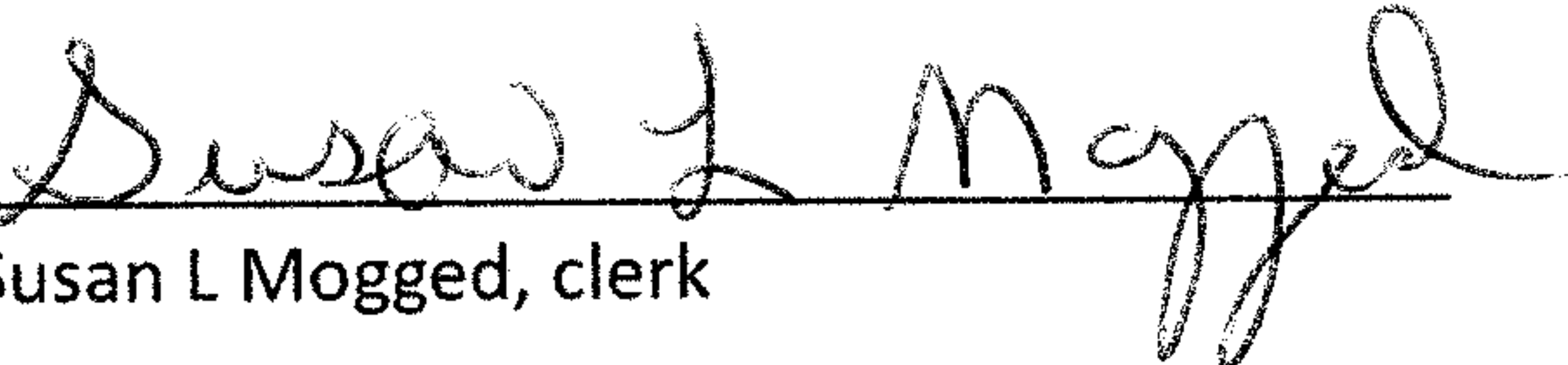
  
\_\_\_\_\_

Victor Peterson, Supervisor 1

  
\_\_\_\_\_

Michael L Kaczmarek, Supervisor 2

Attest:

  
\_\_\_\_\_

Susan L Mogged, clerk