

105.2 Clerk/Treasurer Job Duties Policy

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SECTION I – ANNUAL MEETING

- A. Give notice of the annual meeting, keep minutes of the proceedings; record the orders, resolutions, and directions made at the meeting and keep a poll list of persons voting at the meeting

SECTION II – CLERK/TREASURER OF THE TOWN BOARD/PLAN COMMISSION

- A. Responsible for proper notice of all meetings as required by the open meetings law
- B. Prepare and have available the agenda for meetings, as requested by the board, including support material when applicable
- C. Prepare all resolutions, issue permits and licenses authorized by the town board, and collect the necessary fees
- D. Attend meetings and keep a full record of its proceedings
- E. Issue periodic budget reports to the town board
- F. Prepare and distribute the newsletter and periodic email updates
- G. Work with public to meet requests for information
- H. Meet with applicants for rezone and driveway permit applications, notify neighbors of rezone applications, set agendas for site visits, file town action reports with Dane County
- I. Prepare and publish road project bid notices
- J. Prepare and file WISLR report, road construction report, and bridge aid applications

SECTION III – ELECTIONS

- A. Publish and post all types of election notices
- B. Mail absentee ballots, be available for in person absentee ballot requests
- C. Register voters
- D. Test voting machines; prepare ballots for testing
- E. Set up town hall for election, arrange election inspectors, confirm paperwork for town, county and school districts is correctly filed, and deliver election results to county and school districts
- F. Administer and file oath of offices
- G. Maintain schedule of election inspectors training; train inspectors
- H. In WisVote set up elections, town board contests, enter voter registrations, maintain voter records, enter absentee ballot applications, print ineligible voter list, print poll books,

enter voter participation from poll books, prepare and enter reports, and confirm and process four year maintenance postcards

SECTION IV – LEGAL NOTICES

- A. Prepare, post and/or publish all required legal notices

SECTION V – ANNUAL REPORT

- A. Prepare the annual report detailing the town’s financial condition together with an abstract of all real estate tax assessments

SECTION VI - FINANCIAL

- A. Deposit checks and cash once a week to either the State Bank of Cross Plains or the Peoples State Bank checking accounts
- B. Enter deposits and invoices, as received, into the towns accounting software, QuickBooks, and classify the deposits and bills into the appropriate budget category
- C. Reconcile town records with bank statements monthly and record earned interest
- D. Prepare a register of all bills and submit to the town board for approval, sign all checks, and obtain signature of town board chair on all checks
- E. Back up electronic accounting records
- F. Prepare annual budget data for the town board’s consideration in September
- G. Publish and post the budget hearing and notice
- H. Prepare and file levy limit worksheet
- I. Complete State Financial Report Form C and verify that the town’s chart of accounts is in compliance with State requirements
- J. Furnish financial records to a certified public accountant for audit
- K. Arrange for annual audit of town’s financial affairs
- L. Manage the investments of town funds including loans as authorized by the town board

SECTION VII - PAYROLL

- A. Prepare employee payrolls bi-weekly
- B. Withhold, remit monthly payment of, and file quarterly forms for State and Federal employment taxes. File quarterly report with State Division of Workforce Development verifying gross wages paid to employees
- C. Prepare payment of the town board’s quarterly base pay and meetings and mileage reimbursement
- D. Prepare annually the reconciliation of Wisconsin Income Tax withheld from wages and Form W-2’s
- E. Prepare Form 1099’s to Town payees

SECTION VIII – PROPERTY TAX ADMINISTRATION

- A. Publish Open Book and Board of Review
- B. File affidavit of training
- C. Receive and examine the assessment roll from the assessor
- D. Keep minutes of the Board of Review
- E. Notify appellants of Board of Review decision

- F. Prepare special charges forms and mill rates for preparation of tax bills for property owners
- G. Prepare tax exempt forms and letters to appropriate property owners and transmit the information to the State
- H. Maintain a file of land division transactions and property sales

SECTION IX – COLLECTION OF TAXES

- A. Prepare and mail property tax bills, personal property bills, and dog license information
- B. Collect property taxes, personal property, special charges and dog license fees
- C. Record all tax bill payments into the Municipal Collection Program
- D. Prepare the Statement of Taxes and Dog License Report and submits to County
- E. Make partial and final settlement of property taxes with schools, vocational school, County, and State
- F. Solve tax bill issues with residents
- G. Keep a record of lottery credit claims and record in Municipal Collection program
- H. Record address changes in AccessDane
- I. Collect delinquent personal property taxes
- J. Fill out title search requests and deposit fees

SECTION X – RETENTION OF RECORDS

- A. Retain 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
- B. Schedule periodic backups

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 17th day of October, 2016

Posted: October 24, 2016

Brenda Kahl, Clerk/Treasurer
Jeff Davis, Supervisor
Joe Kruchten, Supervisor

Anthony Varda, Chair
Michael Statz, Supervisor
Duane Haag, Supervisor