

**Town of Milladore
Treasurer Position Description
Updated 3/24/2022**

Financial Reimbursement of Town Treasurer

Activity	Amount
Mileage Reimbursement Mileage claims submitted with date, distance, and purpose submitted by end of month (2022 state reimbursement of .59 a mile)	
Ink for printer (paid December)	\$150

Treasurer \$316.67	After Taxes \$292.44	Paid Monthly
Jan	\$292.44	
Feb	\$292.44	
March	\$292.44	
Apr	\$292.44	
May	\$292.44	
June	\$292.44	
July	\$292.44	
August	\$292.44	
September	\$292.44	
October	\$292.44	
November	\$292.44	
December	\$292.44	
TOTAL before Tax	\$3,800.00	

The town treasurer's duties are listed under s. 60.34. The town treasurer is not a member of the town board of supervisors and does not vote on town board matters. In a very rare circumstance, the treasurer may be asked to vote on a town highway application. See s. 82.11(2)(b). Town treasurers may appoint a deputy under s. 60.341, for whom they are responsible. The town board is not obligated to pay the deputy.

The town treasurer is to receive and take charge of all money belonging to the town. As soon as practicable, the treasurer must deposit town funds in the depository designated by the town board. See ss. 60.34(1) & (2).

1. RECEIVE AND DISBURSE TOWN MONEY.

- a. Receive and take charge of all money belonging to the town,
 - i. Or which is required by law to be paid into the town treasury,
 - ii. And disburse the money under s. 66.0607. Except as provided in s. 66.0608,

- b. Keep an itemized account of all moneys received and disbursed.
 - i. Disbursement of money
 1. The town treasurer must sign all transfer orders and checks that make disbursements from the town treasury as well as the town clerk and town chairman.
 2. All disbursements from the town treasury must be made pursuant to s. 66.0607, Wis. Stat.
 - ii. Receipt of money
 1. Specifying the source from which it was received,
 2. The person to whom it was paid and the object for which it was paid.
 3. The treasurer shall issue numbered receipts for all funds received.

At the request of the town board, the treasurer shall present the account books, and any supporting documents requested, to the board.

2. DEPOSITING TOWN MONEY

- a. Deposit as soon as practicable the funds of the town in the name of the town in the public depository designated by the town board. Failure to comply with this paragraph is grounds for removal from office.
- b. When money is deposited under par. (a), the treasurer and the treasurer's sureties are not liable for any loss as defined in s. 34.01 (2).
- c. The interest arising from the money deposited shall be paid into the town treasury.

The treasurer reports the town's finances at the regular monthly board meeting.

The town treasurer will set up a time and date for an annual audit of the town financial records.

3. **RECORDS.** Comply with subch. II of ch. 19 concerning records of which the treasurer is legal custodian.
4. **TAXES.** Perform all of the duties relating to taxation required of the town treasurer under chs. 70 to 79.
 - a. The town treasurer is responsible for collecting all property taxes, special assessments, special taxes and special charges shown on the tax roll. See s. 74.07, Wis. Stat.
 - b. The treasurer will set a schedule for these collections that will include several times and dates with regard to accommodate the residents of the town.
 - c. Receipts must be issued for tax payments, s. 74.19, Wis. Stat.
 - d. The treasurer is required to settle for all taxes received pursuant to s. 74.23, Stat. Wis. in February.
 - e. Treasurers may also charge back certain delinquent personal property taxes that have been delinquent for over one year. See s. 74.42, Wis. Stat.

Dog Licenses:

The town treasurer is the collecting official for dog license fees, unless the town board provides by ordinance or resolution for the appointment of a different person. See s. 174.065. All owners of dogs more than 5 months old on January 1 must pay an annual dog license tax and obtain a license from the town. Upon payment of the required dog license tax and presentation of evidence that the dog is currently immunized against rabies, the collecting official must complete and issue a dog license and tag to the owner, keeping a copy of the license on

file. The collecting official must assess and collect a late fee of \$5 from every dog owner who fails to obtain a license by April 1 each year. See ss. 174.05 and 174.07. Delinquent dog license fees may be collected in the same manner as personal property taxes, and dog owners who refuse to obtain a dog license must be reported to the local district attorney. See ss. 174.065 and 174.12(4).

Town treasurers may appoint a deputy under s. 60.341, Wis. Stat. for whom they are responsible. The town board is not obligated to pay the deputy.

Appendix A

Chapter 60 Towns

60.34 Duties of town treasurer. The town treasurer shall:

(1) **RECEIVE AND DISBURSE TOWN MONEY.**

(a) Except as provided in s. 66.0608, receive and take charge of all money belonging to the town, or which is required by law to be paid into the town treasury, and disburse the money under s. 66.0607.

(b) Keep an itemized account of all moneys received and disbursed, specifying the source from which it was received, the person to whom it was paid and the object for which it was paid. The treasurer shall issue numbered receipts for all funds received. At the request of the town board, the treasurer shall present the account books, and any supporting documents requested, to the board.

(2) **DEPOSIT OF TOWN MONEY.**

(a) Deposit as soon as practicable the funds of the town in the name of the town in the public depository designated by the town board. Failure to comply with this paragraph is grounds for removal from office.

(b) When money is deposited under par. (a), the treasurer and the treasurer's sureties are not liable for any loss as defined in s. 34.01 (2). The interest arising from the money deposited shall be paid into the town treasury.

(3) **RECORDS.** Comply with subch. II of ch. 19 concerning records of which the treasurer is legal custodian.

(4) **TAXES.** Perform all of the duties relating to taxation required of the town treasurer under chs. 70 to 79.

History: 1983 a. 532; 1985 a. 25 s. 15; 1985 a. 29; 1985 a. 135 s. 85; 1985 a. 218 s. 22; 1987 a. 27, 378; 1999 a. 150 s. 672; 2001 a. 16. 60.341