

**A brief summary of the Treasurer's duties at Vergennes Township include:**

**Statutory Duties**

- Prepares the tax roll
- Collects real and personal property taxes
- Disburses taxes to multiple local, state, and educational entities
- Keeps an account of township receipts (revenues) and expenditures
- Issues township checks in conjunction with the Clerk
- Deposits township revenues in approved depositories
- Invests township funds in approved investment vehicles
- Collects delinquent personal property tax
- Must appoint a deputy
- Must post a surety bond

**Finance and Accounting –**

Maintains records, and serves as a check and balance with the Clerk for the maintenance of accounts payable, accounts receivable, and payroll accounts.

Assists in the preparation of the annual budget

Provide the Township auditor with records and information necessary to ensure a successful, timely and efficient annual audit of the township's financial records.

**As a voting member of the Township Board** - attends Board meetings and participates in deliberations and decisions.