



69 Lincoln Lake Ave NE, PO Box 208, Lowell, MI 49331

The Treasurer's duties at Vergennes Township (Summary)

- 1. Voting member of the Township Board** - attends Board meetings and participates in deliberations and decisions.

- 2. Statutory Duties**
 - Prepares the tax roll.
 - Collects real and personal property taxes – Please note, it is the treasurer's responsibility to staff the treasurer's office for the collection of taxes and answering resident questions.
 - 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.

- 3. 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.
 - Reconciles the bank accounts monthly.
 - 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.
 - Manages escrow accounts.