

TOWN OF DARMSTADT

Clerk-Treasurer

P. O. Box 20

Inglefield, IN 47618-0020

(812) 867-3931

March 15, 2007

Mr. Brad Korff
1822 W. Boonville-New Harmony Rd.
Evansville, IN 47725-9578

Dear Brad:

Enclosed please find a copy of a Calendar of Monthly Duties for the Clerk-Treasurer position. This list is not all inclusive as I also do payroll, insurance, accounts payable, attend monthly meetings as well as many other tasks. This will give you a brief idea of what the Clerk-Treasurer does.

I posted the job opening on the sewer bills which will be mailed 03/16/07 listing your phone number as the contact person. If you need additional information in order to field phone calls, just let me know.

Sincerely,



Pamela A. Ambrose

Enclosure

Clerk-Treasurer Powers & Duties

IC 36-5-6-6

Powers and duties

Clerk; duties

Sec. 4. The clerk shall do the following:

- (1) Serve as clerk of the city legislative body under IC 36-4-6-9 and maintain custody of its records.
- (2) Maintain all records required by law.
- (3) Keep the city seal.
- (4) As soon as a successor is elected and qualified, deliver to the successor all the records and property of the clerk's office.
- (5) Perform other duties prescribed by law.
- (6) Administer oaths when necessary in the discharge of the clerk's duties, without charging a fee.
- (7) Take depositions, without charging a fee.
- (8) Take acknowledgement of instruments that are required by statute to be acknowledged, without charging a fee.
- (9) Serve as clerk of the city court under IC 33-35-3-2, if the judge of the court does not serve as clerk of the court or appoint a clerk of the court under IC 33-35-3-1.

As added by Acts 1980, P.L.212, SEC.3. Amended by P.L.36-1986, SEC.3; P.L.189-1988, SEC.1; P.L.33-1998, SEC.9; P.L.98-2004, SEC.160.

IC 36-4-10-4.5

Third class cities; fiscal officer; duties

Sec. 4.5. (a) This section applies to third class cities.

(b) The fiscal officer is the head of the city department of finance.

The fiscal officer shall do the following:

- (1) Receive and care for all city money and pay the money out only on order of the approving body.
- (2) Keep accounts showing when and from what sources the fiscal officer has received city money and when and to whom the fiscal officer has paid out city money.
- (3) Prescribe payroll and account forms for all city offices.
- (4) Prescribe the manner in which creditors, officers, and employees shall be paid.
- (5) Manage the finances and accounts of the city and make investments of city money.
- (6) Prepare for the legislative body the budget estimates of miscellaneous revenue, financial statements, and the proposed tax rate.
- (7) Issue all licenses authorized by statute and collect the fees fixed by ordinance.
- (8) Serve as clerk of the board of public works by attending meetings, preparing agendas, and recording proceedings.
- (9) Perform all other duties prescribed by statute.

(c) A fiscal officer is not liable in an individual capacity for an act or omission occurring in connection with the performance of the duties prescribed by subsection (b), unless the act or omission constitutes gross negligence or an intentional disregard of the fiscal officer's duties.

As added by P.L.189-1988, SEC.2. Amended by P.L.35-1999, SEC.6.

CALENDAR OF MONTHLY DUTIES

Monthly duties include:

- (1) At the close of the month, post and close all records as promptly as possible and reconcile with depositories and with utilities or any other department maintaining separate records. Prepare the monthly balance and financial report for the board.
- (2) Report and pay Social Security (FICA) each reporting period to the Internal Revenue Service on or before the dates established by federal regulations. See Federal Circular E for payment procedures and due dates.
- (3) Deposit federal income tax withheld from employees' compensation in accordance with federal regulations. This may vary from one unit to another dependent on the total amount withheld per month. See Federal Circular E for payment procedures and due dates.
- (4) Deposit state and county income tax withheld from employees' compensation within 20 days after the close of each month.
- (5) Report and pay unemployment compensation commitments to Indiana Employment Security Division as required per selected plan.
- (6) Make reports of Utility Receipts Tax due from city or town to Indiana Department of Revenue as required by that agency.
- (7) Make reports of sales tax collected by and due from cities and towns to Indiana Department of Revenue as required by that agency.
- (8) Make reports of police, fire and employee pension payment contributions to the Public Employees' Retirement Fund as required by that agency.
- (9) Make reports and payments of special fuels tax due from cities and towns to Indiana Department of Revenue, Special Fuel Tax Division.

ANNUAL CLERK-TREASURER EXTRA MONTHLY JOB DUTIES IN ADDITION TO REGULAR DUTIES

JANUARY

1. 100R – CERTIFIED REPORT OF NAMES, ADDRESSES, DUTIES & COMPENSATION OF PUBLIC EMPLOYEES
2. 9433 – LIST OF TOWN OFFICERS
3. ELECT PRESIDENT
4. DESIGNATE OLD NATIONAL BANK AS DEPOSITOR FOR ALL TOWN FUNDS AND FIRST FEDERAL AS DEPOSITOR OF CERTIFICATES OF DEPOSIT
5. FILE CONFLICT OF INTEREST STATEMENTS
6. IF FUNDS ARE AVAILABLE, DONATE \$1,000.00 TO CENTER CREEK PLAYGROUND PROJECT C/O ARNOLD BOSSE.
7. 1099 AND W-2S
8. HAVE COUNCIL MEMBERS AND ALL EMPLOYEES FILE OUT NEW W-4 AND WH-4 FORMS FOR THE CURRENT YEAR.

FEBRUARY

1. RECEIVE AND REVIEW BUDGET APPROVALS FROM THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE. SIGN OFF ON FORMS AND GET WITH ROBERT NORRIS OF DLGF WITH ANY QUESTIONS.

MARCH

1. 9433 – FILE ANY CHANGES TO LIST OF TOWN OFFICERS

APRIL

1. APRIL 1ST PAY ANDY AND GARRY RETIREMENT ALLOWANCE; CURRENT RATE IS 3%; COUNCIL CAN CHANGE THIS AMOUNT AT THEIR DISCRETION

MAY

2. SCHEDULE SPECIAL MEETING TO DISCUSS JOB PERFORMANCE EVALUATIONS
3. ANNUAL REVIEW OF SEWER RATES (REQUIRED BY ORDINANCE)
4. PASS HOMESTEAD CREDIT RESOLUTION

JUNE

1. PICK UP PROPERTY TAX CHECK (AUDITOR'S OFFICE)
2. PAY SCOTT FIRE DEPARTMENT
3. PAY POLICE CONTRACT TO VANDERBURGH COUNTY TREASURER

JULY

AUGUST

SEPTEMBER

1. NOTIFY COUNCIL THE SCOTT FIRE DEPARTMENT CONTRACT TERMINATES ON DECEMBER 31. IF COUNCIL WANTS TO MAKE CHANGES THE FIRE DEPT MUST BE NOTIFIED BY OCTOBER 1 OR CONTRACT WILL AUTOMATICALLY RENEW AT 105% OF THE PREVIOUS YEAR'S PAYMENT.

OCTOBER

NOVEMBER

DECEMBER

1. APPROVE PAY RAISES FOR NEW YEAR
2. APPROVE MEDICAL ALLOWANCES – CURRENT AMOUNT IS \$316.34
3. APPROVE RETIREMENT ALLOWANCE – EMPLOYEE HANDBOOK STATES CURRENT RATE IS 3%
4. SET MEETING DATES FOR NEW YEAR
5. PICK UP PROPERTY TAX CHECK
6. PAY SCOTT FIRE DEPARTMENT
- 7.

CLERK-TREASURER PRIMARY JOB DUTIES

- Meeting minutes
- Financial report
- Prepare accounts payable list
- Record fixed assets on ledger
- Receive bills & claims
- Send letter requesting claim forms
- Make calls to vendors to clarify bills
- Make calls to Garry to verify bills
- Resolve billing problems and questions
- Match signed packing slips and duplicate forms to invoices
- Prepare claim forms
- Have all claim forms approved by council and Garry
- Write checks
- Communicate with various government offices on a variety of matters
- Handle financial investments
- Reconcile bank statements
- Prepare payroll schedule

- Write payroll checks
- Prepare monthly payroll tax reporting
- Prepare quarterly payroll tax reporting
- Prepare annual payroll reporting
- Pick up tax checks from County Auditor
- Deposit and log tax checks
- Notify customer, file, record, collect, and release tax liens
- Write sewer payment collection letters
- Make sewer payment collection calls and visits
- Pick up office supplies
- Take office equipment to be repaired
- Prepare budget (projected revenues, expenditures, meeting notices, etc.)
- Advertise legal documents (budget, ordinances, meeting notices, etc.)
- Record liens, ordinances, etc.
- Prepare annual reports for state
- Develop, present, advertise, and submit budgets
- Prepare, present, advertise, and submit additional appropriation requests
- Complete required reports for state agencies
- Complete mail and phone surveys for state agencies
- Respond to miscellaneous requests for information - mail and phone
- Respond to official requests for information (census)
- Collect and organize information, and participate in State Board of
- Accounts audits - financial and sewer (1 month every 2 yrs)
- Handle all insurance matters - policy changes, claims, audits, etc.
- Complete annual reports for insurance carriers
- Handle workman's compensation claims - filing, paperwork, disposition,
- Install computer software upgrades
- Resolve computer issues and problems
- Maintain ledgers in multiple forms for all:
 - payrolls
 - receipts
 - expenditures
 - appropriations
 - sewer cash journal
- Read and maintain familiarity with all laws pertaining to town business
- Review State Board of Accounts, State Board of Tax Commissioners, and
- IACT publications and bulletins for applicable legal and procedural
- changes
- Research through records at Town Hall for information
- (Contracts, agreements, documents, etc.)
- Provide public information to anyone (Freedom of Information Act)