

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP1D**

DUTIES OF THE TREASURER

THE TREASURER SHALL:

1. Keep accurate records (Art. VI of Bylaws).
2. Make disbursements as directed by the board (Art. VI of Bylaws).
3. Annually prepare a district budget as required by law (Art. VI of Bylaws).
4. Have the books audited annually or at the request of the board (Art. VI of Bylaws).
5. Deposit all funds transferred from the district office.
6. Sign checks for the disbursement of funds.
7. Present monthly financial report.
8. Present bills for approval.
9. Annually request blanket approval for payment of normal expenses.
10. Prepare legal notices related to the budget as required by the charter and submit for publication.
11. Respond to all financial information requests required by county and state law.
12. Conduct annual review of staff salary and benefits. Present this review and findings and make recommendations to the board regarding annual increases, benefit changes, and bonuses for the first meeting in September in preparation for the annual budget. This allows sufficient time for public input prior to the end of the fiscal year and before the final budget is in place.
13. Conduct annual review of ALL user fees. Present this review and findings and make recommendations to the board regarding any changes to the fees as may be necessary for the first meeting in September in preparation for the annual budget. This allows sufficient time for public input prior to the end of the fiscal year and before the final budget is in place.
14. Oversee and arrange for lease agreements for district facilities (post office, marina building, church facilities, county storage lot, etc.) And services (refund service, television service, etc.)

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15. Oversee the publication of all notices for the district in a newspaper recognized by the general population as an official publication –
 - a) Public hearings related to the budget.
 - b) Any required notices or publications related to other treasurer matters.
16. The treasurer is authorized to withdraw funds from Money Market and Certificate of Deposit.
17. Oversee the district's various insurance policies/coverage.