

60.33 DUTIES OF TOWN CLERK. The town clerk shall.

(1) **CLERK OF TOWN MEETING.** Serve as clerk of the town meeting under s. 60.15.

(2) **CLERK OF TOWN BOARD.** (a) Serve as clerk of the town board, attend meetings of the board and keep a full record of its proceedings.

(b) File all accounts approved by the town board or allowed at town meetings and enter a statement of the accounts in the town's record books.

(c) File with the town board claims approved by the clerk, as required under s. 60.44 (2) (c).

(3) **FINANCE BOOK.** Maintain a finance book, which shall contain a complete record of the finances of the town, showing the receipts, with the date, amount and source of each receipt; the disbursements, with the date, amount and object of each disbursement; and any other information relating to town finances prescribed by the town board.

60.34 DUTIES OF TOWN TREASURER. The town treasurer shall:

(1) **RECEIVE AND DISBURSE TOWN MONEY.** (a) 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. 66.042.

(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.

TOWN OF ST. JOSEPH
ST. CROIX COUNTY
State of Wisconsin

**TREASURER'S
GENERAL RECEIPT**

4115

St. Joseph, WI _____, 19 _____

RECEIVED OF _____

_____ DOLLARS, \$ _____

FOR _____