

Township Supervisor's Statutory Duties

- Moderates board and annual meetings
- Chief assessing officer (if certified)
- Secretary to board of review
- Township's legal agent
- Must maintain records of supervisor's office
- Responsible for tax allocation board budget (if applicable)
- Develops township budget
- Appoints commission members
- May call additional special township board meetings
- May appoint a deputy

Township Clerk's Statutory Duties

- Maintains custody of all township records
- Maintains general ledger
- Prepares warrants for township checks
- Records and maintains township board meeting minutes
- Keeps the township book of oaths
- Publishes board meeting minutes (if taxable value is \$85 million in 2018, annually indexed, or a charter township)
- Keeps voter registration file and conducts elections
- Keeps township ordinance book
- Prepares financial statements
- Delivers tax certificates to supervisor and county clerk by September 30
- Must appoint a deputy
- Must post a surety bond

Township Treasurer's Statutory Duties

- Collects real and personal property taxes
- Keeps an account of township receipts (revenues) and expenditures
- Issues township checks
- Deposits township revenues in approved depositories
- Invests township funds in approved investment vehicles
- Collects delinquent personal property tax
- Responsible for jeopardy assessments in collecting property tax
- Collects mobile home specific tax
- Must appoint a deputy
- Must post a surety bond

Township Trustee's Statutory Duties

- Township legislators with same authority as other board offices at board meetings, required to vote on all issues (where there is no conflict of interest)
- Responsible for township's fiduciary health (stewardship)