

Chapter 194
Treasurer Duties and Responsibilities

ARTICLE I

§ 194-1. DELEGATION OF DEPOSIT AUTHORITY

[HISTORY: Adopted by the Board of Selectmen 10-16-2007. Amendments noted where applicable.]

ARTICLE 2

§ 194-2. DELEGATION OF SYSTEM ADMINISTRATOR

[HISTORY: Adopted by the Board of Selectmen 04-22-08. Amendments noted where applicable.]

ARTICLE 3

§ 194-3. DELEGATION OF TREASURER FUNCTIONS

[HISTORY: Adopted by the Board of Selectmen 6/17/2008. Amendments noted where applicable.]

ARTICLE I

§ 194-1. DELEGATION OF DEPOSIT AUTHORITY

Pursuant to the provisions of RSA 41:29, II, the Town Treasurer has the responsibility to deposit all such monies received by the Town of Peterborough in appropriate financial institutions as outlined in the statute.

RSA 246:29, VI allows the Treasurer to delegate deposit or other financial functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the Board of Selectmen. Such delegation may only be to a town official or employee bonded in accordance with RSA 41:6.

The Peterborough Town Treasurer hereby delegates deposit function authority to the Peterborough Tax Collector and the Peterborough Town Clerk and their respective Deputies of the funds they receive in their respective roles. These deposits shall be made on at least a weekly basis or daily whenever receipts remitted from all Town departments collectively totals \$500 or more.

In making these deposits, the Peterborough Tax Collector and the Peterborough Town Clerk and their respective Deputies shall provide the Peterborough Town Treasurer with the deposit slip from the Town's general fund financial institution, in addition to a detailed cash receipts report documenting the receipt of monies comprising the deposit made.

This authority shall remain in effect until rescinded by written notice of the Peterborough Town Treasurer.

ARTICLE 2

§ 194-2. DELEGATION OF SYSTEM ADMINISTRATOR

Pursuant to the provisions of RSA 246:29, VI which allows the Treasurer to delegate deposit or other financial functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the Board of Selectmen. Such delegation may only be to a town official or employee bonded in accordance with RSA 41:6.

The Peterborough Town Treasurer hereby delegates the system administrator function authority to the Peterborough Town Administrator. The system administrator function is limited to the TD Banknorth Web Express System.

In performing this function, the Peterborough Town Administrator shall provide the Peterborough Town Treasurer with any information on any additions, deletions or changes to the Web Express System for this financial institution.

This authority shall remain in effect until rescinded by written notice of the Peterborough Town Treasurer.

ARTICLE 3

§ 194-3. DELEGATION OF TREASURER FUNCTIONS

Pursuant to the provisions of RSA 41:29, the Town Treasurer has the responsibility of all Town cash transactions including deposits, investments, recordkeeping, or reconciliation functions.

RSA 41:29, VI allows the Treasurer to delegate deposit or other financial functions to other town officials or

employees provided such delegation is in writing and includes written procedures acceptable to the Board of Selectmen. Such delegation may only be to a town official or employee bonded in accordance with RSA 41:6. The Treasurer does not delegate any responsibility or authority to any other Town official for any function related to investments.

The Peterborough Town Treasurer hereby delegates the following Treasurer's function authority to the Peterborough Finance Staff in their respective roles as specified below.

In accepting these functions, the Peterborough Finance Staff shall provide the Peterborough Town Treasurer with a detailed report documenting each transaction and have all of the original documentation available for the Treasurer to review.

1. The Direct Deposit transfers for payroll will be delegated to the positions of Payroll/Accounts Payable and Accountant.
2. The Electronic Funds Transfer for accounts payable will be delegated to the positions of Payroll/Accounts Payable and Tax Collector.
3. The cash report for the Town's Sweep Account which records all cash transactions for the month distributed by fund; balanced to the general ledger (s); and the calculation and distribution of the monthly interest. This function will be delegated to the positions of Finance Director and Accountant.
4. The bank reconciliations for all Town checking and savings accounts except the Town Sweep account will be delegated to the positions of Finance Director and Accountant.
5. The monitoring of the Town's cash accounts will be delegated to the position of Finance Director. The Finance Director will notify the Treasurer of any cash transactions/transfers that are required.
6. The spreadsheet that records the deposits and withdrawals made by the Treasurer and the bank reconciliation for the Town escrow accounts will be delegated to the position of Accountant.
7. The recordkeeping for the checking accounts on the Land Acquisition and Management Fund as well as the Children and the Arts will be delegated to the positions of Payroll/Accounts Payable and Accountant.
8. The preparation, research and completion of all documentation for the Town's long-term debt and the filing of the necessary reports to state and federal agencies will be delegated to the position of finance director.

This authority shall remain in effect until rescinded by written notice of the Peterborough Town Treasurer.