

Resolution 2021-1

Policy for the Town of New Richmond Clerk/Treasurer Duties

The Clerk/Treasurer is responsible to:

1. Receive and care for all town money and disburse monies on the order of the town council;
2. Keep financial accounts identifying the sources from which funds have been received and to whom payments of town funds have been made;
3. Prescribe payroll and account forms for all town offices;
4. Prescribe the manner in which creditors, officers, and employees shall be paid;
5. Manage the finances and accounts of the town and make investments of town money;
6. Prepare the budget estimates for miscellaneous revenue, financial statements and the proposed tax rate for the town council;
7. Maintain custody of the town seal and the records of the town council;
8. Issue all licenses and collect the fees fixed by ordinance;
9. Serve as the clerk of the legislative body by attending its meetings and recording its proceedings;
10. Administer oaths, take depositions and serve as a notary without a fee and;
11. Serve as the clerk of the town court, if the judge of the town court does not serve as the clerk or appoint a clerk of the court (IC 36-5-6-6; IC 3-35-3-2)
12. Serves as an ex officio member of the town council solely for the purpose of casting the deciding vote to break a tie (IC 36-5-2-8)
13. Maintains the books for the town's utilities and the town council may provide that the clerk/treasurer will receive extra compensation for such work (IC 36-5-3-2)
14. appoint deputies and employees subject to authorization by the town council. Such deputies and employees serve at the pleasure of the clerk/treasurer (IC 36-5-6-7)
15. be directly responsible for the billing and collection of that utility's rates and charges, the clerk/treasurer shall appoint those employees who are also responsible for that billing and collection. These employees also serve at the clerk/treasurer's pleasure (IC 36-5-6-7)
16. hire or contract with competent attorneys or legal research assistants on terms the clerk/treasurer considers appropriate (IC 36-5-6-8)
17. appropriations for the salaries of attorneys and legal research assistants employed by the clerk/treasurer shall be approved in the annual budget and must be allocated to the

clerk/treasurer for the payment of attorneys' and legal research assistants' salaries (IC 36-5-6-8(b)) and (IC 36-5-6-8(c)).

The town council must provide office space in a town building for the clerk/treasurer and the clerk/treasurer's staff (IC 36-5-6-5.1)

Town clerk/treasurers have also been given the power to solemnize marriages (IC 31-11-6-1)

The salary of the clerk/treasurer, who serves for a four-year term, is determined by the town council. The salary cannot be changed in the year for which it is fixed nor may it be reduced below the amount fixed in the previous year (IC 36-5-3-2). The clerk/treasurer must reside in the town. If the clerk/treasurer does not reside in the town, he or she forfeits the office (IC 36-5-6-3)

Approved this 2 day of March 2021 by the New Richmond Town Council, Montgomery County, Indiana.




Luke Martin, President



Minnie Howard, Council Member

Carmine Azzato, Council Member

Attest: 

Alaahea Foust, Clerk/Treasurer