

Treasurer Duties & Responsibilities

Most of the duties of the treasurer are regulated and dictated by the State of Michigan. All applicants must be a resident of Hanover Township. Some of the duties and responsibilities of the Township Treasurer include:

- Receive and manage all funds belonging to the Township or which are required by law to be paid into the Township treasury
- Deposit all receipts in the Township depository or depositories
- Pay and account for the funds according to law or Township board decision
- Disburses taxes collected to appropriate organizations
- Maintain accurate records of all income, receipts, and disbursements
- Collect real property, personal property, and mobile home specific taxes and disburse those taxes to the appropriate taxing entities on a timely basis
- Collect delinquent personal property tax
- Issue Dog Tags to residents
- Invest Township funds in approved investment vehicles
- Works closely with the County Treasurer by reporting taxes collected, disbursing bi-monthly tax settlements and balancing with the County's records
- Works closely with township equalization officials by submitting address changes and other updates as necessary
- Serves the taxpayers and financial institutions by assisting them with tax information
- Monitors Township email inbox daily and responds/forwards as appropriate
- Works closely with the township clerk to assure that balances coincide
- Works ethically with all board members and assists them in any way deemed necessary
- Prepares Treasurer Report for the Board Meetings
- Prepares Summer/Winter Tax Newsletters
- Attends County Treasurer Meetings and keeps up to date with job duties
- Maintains Treasurer Policies and Procedures Documentation
- Appoint a Deputy Treasurer