PICKEREL LAKE SANITARY DISTRICT

2908 Peabody Ave

Grenville, SD 57239

**Email: info@plsdistrict.org Telephone-FAX: 605-486-0069**

**District Treasurer Duties**

**(Revised 11/12/2020)**

The District Treasurer position may be performed by a PLSD employee on a part-time basis or contracted out with an independent accounting firm. The Board will determine how best to meet the accounting needs of the District on an as needed basis.

1. Monthly duties:
   1. Generate balance sheet and income statements
   2. Generate transaction report
   3. Bank Accounts Reconciliation Report
   4. Electronically make payment for accounts payable, payroll and payroll Withholdings
   5. Prepare accounts payable checks for signature at District meeting and mailing and file invoice with payment record portion of check form.
   6. Assess Late Payment Fees on the 10th day of each month and mail statements to ALL unpaid accounts.
   7. Electronically deposit monthly payroll withholdings.
   8. Maintain financial data as needed.
2. Quarterly duties:
   1. Create quarterly budget summaries using year to date figures
   2. Adjust Interest Earned Not Collected, Interest Income-Debt Service, Debt Service Income, Debt Service Receivable and Deferred Debt Service Receivable s customer payments are received.
   3. Adjust Interest Accrued Not Paid, and Depreciation Accounts monthly.
   4. Prepare and transmit quarterly IRS 941 Report
   5. Prepare and transmit quarterly SD Employment Report
3. Semi-annual duties:
   1. Create semi-annual billing statements for all service connections based on current year budget, Reserve and Replacement, and debt service selection; issue invoices electronically or provide to District Clerk for combining with information newsletter and mailing on 2/28 & 8/31
4. Annual duties:
   1. Prepare tentative coming year budget for review at June Trustee Meeting
   2. Prepare revised coming year budget and present at July Trustee Meeting
   3. Prepare final coming year budget for review and approval at August Trustee Meeting; (District Clerk to include budget in publication of August Minutes; submit copies of budget to Day County Auditor by **September 1.)**
   4. Prepare year end Federal Tax Forms W-2 and 1099 as required and file properly.
   5. Make necessary year end adjusting and closing accounting entries.
   6. Retire past year account documents to be used for audit purposes.
   7. Print past year General Journal Entries and retain for audit purposes.
   8. Complete data information requests for continuation of insurance policies—workmen’s compensation insurance and general business liability insurance.
5. As needed duties:
   1. Create invoices for New Service Applications based on information received from the District Clerk.
   2. Create invoices for Reimbursable Expenses and mail to designated party, information to be provided by maintenance personnel and/or District Clerk.