

Duties of the Corvallis Rural Fire Protection District Treasurer

Monthly duties:

- a. Manage and initiate the printing of checks to pay all of the CRFPD bills. Collect mail/bills at Locke Fire Station and return printed checks to the CRFPD drawer for second signature and mailing.
- b. Prepare and present treasurer's report, tax receipt spreadsheet, General and Reserve Fund spreadsheets for monthly general meeting.
- c. Keep checking account at a \$2,500 minimum balance and use the State Treasury phone/voice system to transfer funds from the pool account to US Bank.
- d. Reconcile US Bank Visa statement with auto-pay on US Bank checking account statement..
- e. Maintain records of invoices and inform CRFPD Board and station LT of any changes in costs, etc.
- f. Email Gazette Times with FYI information the Thursday morning before the next scheduled CRFPD monthly meeting.
- g. Act as the Budget officer, or advisor to, during the budget process. Meet with District accountant to verify projected numbers and process.
- h. Submit a Management's Discussion and Analysis (MDA) statement to the District's accountant for inclusion with annual audit.
- i. Remain in contact with Benton County Elections Department regarding position terms, vacancies and filing deadlines for candidates.

Discuss, consider, decide and vote on all proposals put before the board.

Calendar of duties:

- July:
 - 3rd contract installment due by the 3rd business day. Email State Treasury with CRFPD pool to City of Corvallis pool account instructions.
 - Make sure final budget numbers and resolutions are handed in to Benton & Linn counties. SDAO dues deadline July 31st.
 - Coordinate and turn in to the District's accountant, all records, tax statements, checking account statements, etc. necessary for the CRFPD annual audit.
- August:
 - Work with District's accountant to verify tax receipts and calculate a final payment due to the City of Corvallis for services rendered as fire protection.
- September:
 - Review audit information with district accountant before meeting presentation. Pay fee and mail annual audit to Secretary of State before deadline.
 - Communicate with LT regarding intern scholarships (\$ amounts) and prepare signature forms. See that past term grades are verified.
- October:
 - Prepare resolution to transfer funds, when received, to the reserve funds.
- November:
 - SDAO Best Practices survey due (will save \$'s on insurance). Insurance information and review with Barker-Uerlings due by November 15th.
- December:
 - 1st installment on contract due by 5th business day. Email State Treasury with CRFPD pool to City of Corvallis pool account instructions. Meet with designated CFD staff to review tax receipts and contract payment schedule.
 - Communicate with LT regarding intern scholarships (\$ amounts) and prepare signature forms. See that past term grades are verified.
- January:
 - Start annual budget process for CRFPD - appoint a budget officer, set targeted meeting and publication dates.
 - Prepare letters for interns regarding scholarships received during past calendar year.
 - Prepare invoice regarding lease of fire truck(s) to the City of Corvallis for \$100 (each).
 - Communicate with LT regarding intern scholarships (\$ amounts) and prepare signature forms. See that past term grades are verified.

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- February:
 - Coordinate and publish the necessary public notice for the CRFPD Budget Committee.
- March:
 - 2nd installment on contract due by 12th business day. Email State Treasury with CRFPD pool to City of Corvallis pool account instructions. Meet with designated CFD staff to review tax receipts and contract payment schedule.
- April:
 - Coordinate and publish the necessary public notice for the CRFPD Budget Hearing.
 - Communicate with LT regarding intern scholarships (\$ amounts) and prepare signature forms.
 - See that past term grades are verified.
- May:
- June:
 - Meet with designated CFD staff to review tax receipts and contract payment schedule.
 - Submit a Management's Discussion and Analysis (MDA) statement to the District's accountant for inclusion with annual audit. Communicate with LT regarding intern scholarships (\$ amounts) and prepare signature forms. See that past term grades are verified