

Chapter 2 - Fiscal Responsibilities and Requirements

Supervisor as Fiscal Officer

One of the most important duties of the town supervisor is that of fiscal officer. The supervisor's significant fiscal functions and responsibilities include:

1. Acting as the treasurer and collecting, receiving and having custody of all moneys belonging to or due the town (Town Law, Section 29(1)). Exceptions in which another official is responsible for town moneys include a public general hospital that has a separate treasurer (General Municipal Law, Sections 126, 126-a, and 128), an improvement district that has a separate treasurer (Town Law, Article 13) and a fire district (Town Law, Article 11).
2. Acting as treasurer and having custody of all moneys received from taxes or other public sources for a town public library, and expending library moneys only under the direction of the library trustees on properly authenticated vouchers (Education Law, Section 259(1)).
Exception: library trustees may designate a separate library treasurer to be custodian of moneys given or bequeathed to the library and moneys received from taxes and other public sources (Education Law, Section 259(1)).
3. Depositing and securing, within 10 days after receipt, all moneys in the official town bank account in the manner prescribed by General Municipal Law, Section 10 (Town Law, Section 29(2)). However, we recommend daily deposits if material amounts have been received.
4. Temporarily investing idle town moneys, when authorized by the town board, in the manner prescribed by the board in accordance with the town's investment policy (General Municipal Law, Sections 11 and 39).
5. Paying moneys on warrant of the town clerk or the town comptroller after audit and allowance of claims by the town board or town comptroller (Town Law, Section 125(1)). Exceptions include payment of fixed salaries, principal and interest on indebtedness, regular or stated compensation of officers and employees, and amounts becoming due upon lawful contracts exceeding one year (Town Law, Sections 29(7), and 125(1)). The supervisor may make payments in advance of audit for public utility services, postage, freight and express charges if authorized by the town board (Town Law, Section 118(2)). See Disbursement Procedures later in this chapter for more information on audit and approval of claims.
6. Disbursing moneys only by check (Town Law, Section 29(3)). Exceptions include petty cash payments (Town Law, Section 64(1-a)) and electronic or wire transfers (General Municipal Law, Section 5-a).
7. Keeping an accurate and complete account of all moneys received and disbursed in accordance with the accounting system prescribed by the State Comptroller, and filing the records with the town clerk upon expiration of the term of office (Town Law, Section 29(4)).