

**Treasurers and Finance Directors:**

**The Quest for Harmony**

# **Working With Finance Dept**

## **- Treasurer's Viewpoint**

- 1) Collection**
- 2) Custody & Investments**
- 3) Disbursement**
- 4) Other Duties and Responsibilities**

# **Working With A Treasurer**

## **- Finance Viewpoint**

- HR**
- Payroll**
- Accounts Payable**
- General Ledger**
- Budget**
- Recordations**
- Processing**
- Anything else the County Administrator/City Manager/  
Board or Council wants on demand**

# **Different Ways To Do It**

**(Who Does What And When)**

# Two Way Street



# **Characteristics Of A Good Relationship**

**4 C's**

■ **Communication**

■ **Consistency**

■ **Courtesy**

■ **Common Sense**



# Communication

- Be able to talk to each other
- Keep each other informed on the \$
- Cash on hand
- Anticipated Expenditures
- Borrowing or Refinancing
- Provide updates on proposed or adopted board actions that may affect Treasurers office or have significant fiscal impact on budget
- Changes in Personnel (duties, restrictions, access)
- Prompt notification when an issue comes up  
(bank issue- ACH, direct deposit, problem printing checks, voids, double payments, schedule of processing checks)

# Consistency

- **Good finance people are an essential component of government**
- **Knowledge & experience provides stability**
  - \*Turnover in key positions can lead to disruption
  - \*Why the turnover
- **Emphasis on training & education**
- **Prompt posting of corrections, transfers, supplements, etc.**

# Courtesy

- **Know each others hectic times  
(budgets, public hearings, board meetings, tax due dates,  
election years, etc.)**
- **Invite Treasurers to Department/Office/Employee meetings**
- **Ask for their opinion**
- **Inform Treasurers when changes are made or considered  
(i.e. new policies, new hires, etc.)**
- **Work together with audits and make sure each  
department understands its role**

# **Common Sense**

- **Ensure your taxes are paid**
- **Don't do utility cut-offs on Friday afternoon**
- **Have an understanding of job duties and expectations**
- **Make sure information (bills, letters, etc.) are correct before they are mailed out**
- **Reconcile accounts to ensure all items are posting correctly (VRS, Health Insurance, other benefits)**
- **Additional responsibilities may require additional resources (i.e., staff, funding)**

**Questions?**