

VMCTA Spring Training Treasurer Track

Treasurer 101

Policies 101

Taxes 101





Treasurer 101

**VMCTA Spring Training
2026**

Agenda

- Laying the Foundation
- The Constitution and Statutes
- Incompatible Offices
- Online Tools





Imagine if we were building a house, our financial house...

,,,then Treasurer 101 is laying the foundation.

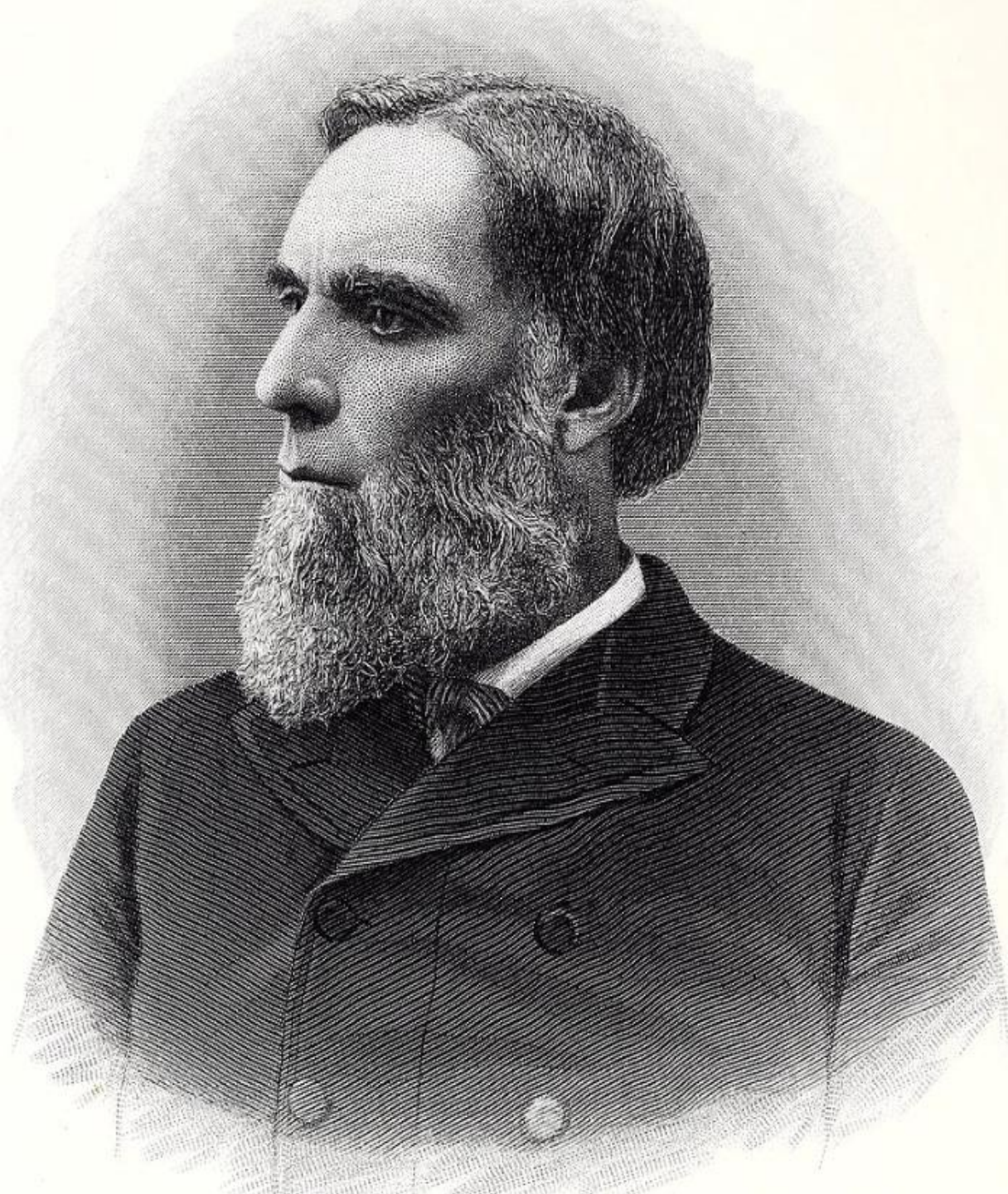


Our Financial Houses Are Quite Different

- “Mansions” or “Seasonal Camp”
- Elected or Appointed
 - Seasoned or New
 - Three Year Term or One Year Term
 - Floor Vote or Australian Ballot
- NEMRC or Quickbooks
- Tax Payments
 - Accept Postmarks
 - One Installment or Multiple
 - Accept Cash or Not
 - Offer Discount for Early Payment
 - Offer a Grace Period
- Calendar Year or Fiscal Year
 - Cash Accounting or Accrual

All of our foundations are poured on Vermont soil...





John Forrest Dillon **1831-1914**

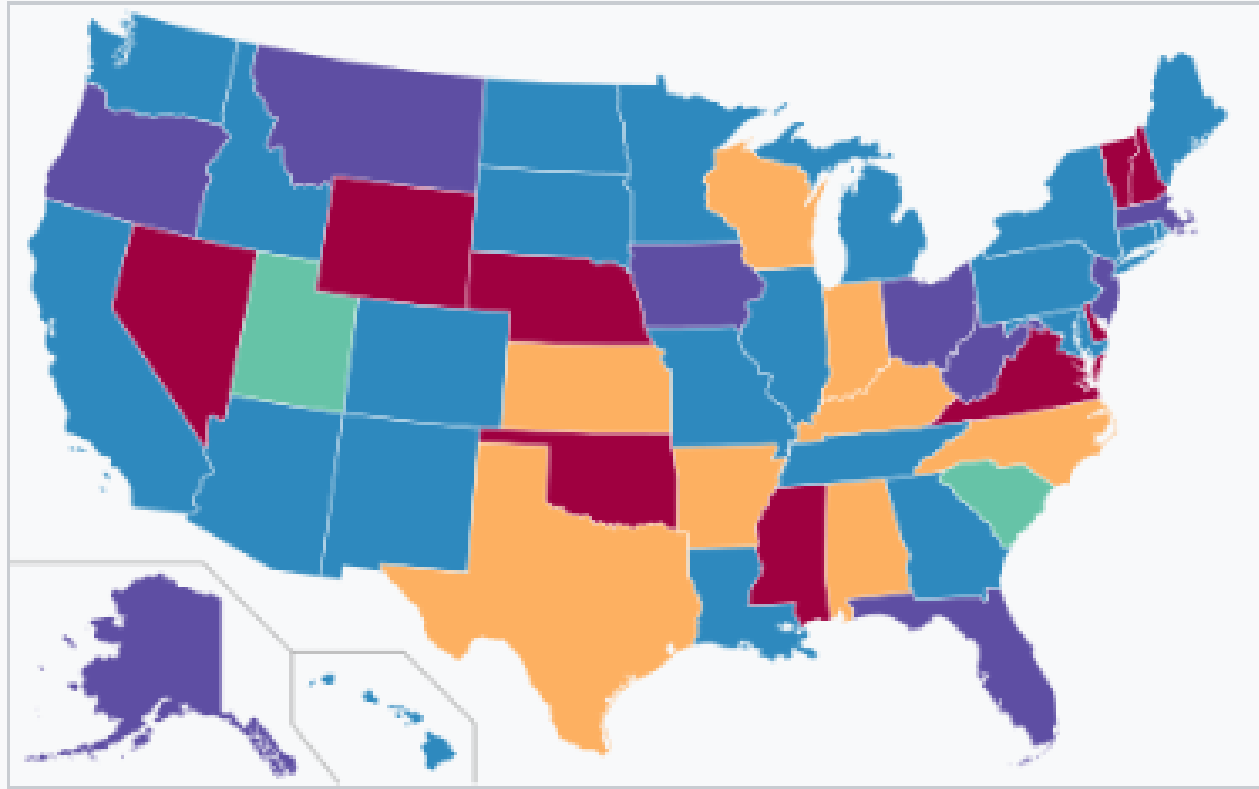
10th Chief Justice of the Iowa Supreme Court

The theory of state preeminence over local governments was expressed as Dillon's Rule in an 1868 case.

“Municipal corporations owe their origins to, and derive their powers and rights wholly from, the legislature. It breathes into them the breath of life, without which they cannot exist. As it creates, so may it destroy. If it may destroy, it may abridge and control.”

- By contrast, the Cooley Doctrine, or the doctrine of home rule, expressed the theory of an inherent right to local self-determination.

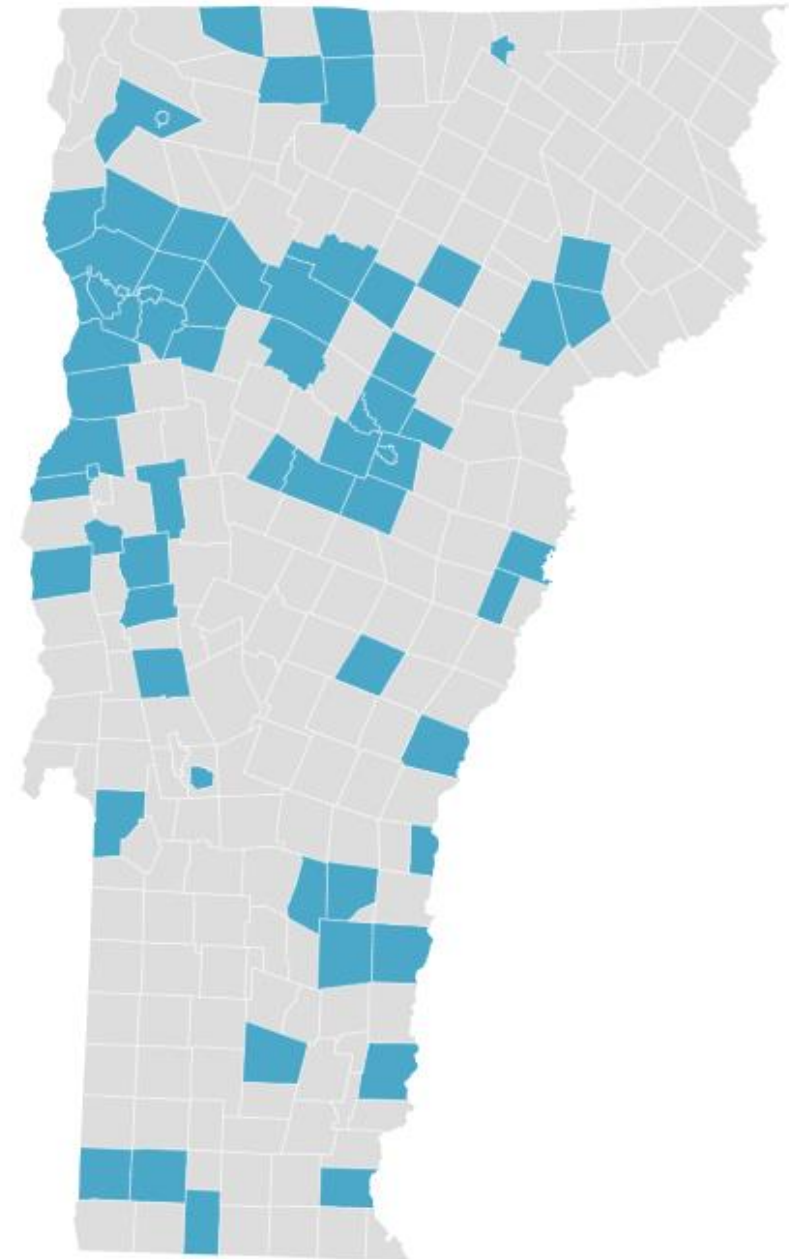
Vermont = Dillon's Rule



Home Rule in the United States.

- Home rule, no Dillon's Rule
- Home rule and Dillon's Rule
- Limited home rule, no Dillon's Rule
- Limited home rule, Dillon's Rule
- No home rule, Dillon's Rule

Closest thing to
Home Rule...



The Statutes



The screenshot displays the Vermont General Assembly website. The header features the Vermont State Capitol dome logo and the text "VERMONT GENERAL ASSEMBLY". To the right is a search bar with the label "SEARCH FOR:" and three tabs: "Bill or Resolution" (highlighted in green), "Legislator", and "Committee". Below the tabs is a search input field with the placeholder text "Enter bill number, title or keyword" and a green "SEARCH" button. A navigation menu below the header includes links for "BILLS & RESOLUTIONS", "COMMITTEES", "VERMONT LAWS", "HOUSE", "SENATE", "JOINT FISCAL OFFICE", "REPORTS & RESEARCH", "THE STATE HOUSE", and "STAFF & OFFICES". The main content area is titled "STATUTES" and includes a sub-section "Vermont Statutes Online" with a right-pointing arrow. Below this are three links: "Statutes Search", "Vermont Statutes at Lexis/Nexis", and "Constitution". The "Constitution" section lists "Constitution of the State of Vermont". The "Vermont Statutes Online" section includes a note stating that the statutes are an unofficial copy of the Vermont Statutes Annotated and lists "Title 1: General Provisions", "Title 2: Legislature", and "Title 3: Executive".

VERMONT GENERAL ASSEMBLY

SEARCH FOR: **Bill or Resolution** [Legislator](#) [Committee](#) [How to use this search](#)

Enter bill number, title or keyword **SEARCH**

BILLS & RESOLUTIONS COMMITTEES VERMONT LAWS HOUSE SENATE JOINT FISCAL OFFICE REPORTS & RESEARCH THE STATE HOUSE STAFF & OFFICES

STATUTES

Vermont Statutes Online >

[Statutes Search](#)

[Vermont Statutes at Lexis/Nexis](#)

CONSTITUTION

[Constitution of the State of Vermont](#)

The Vermont Statutes Online

The Statutes below include the actions of the 2024 session of the General Assembly.

NOTE: The Vermont Statutes Online is an unofficial copy of the Vermont Statutes Annotated that is provided as a convenience.

Title 1: General Provisions

Title 2: Legislature

Title 3: Executive

Title 24: Municipal and County Government

**Title 1: General Provisions
(Open Meetings Law)**

Title 16: Education

Title 32: Taxation and Finance

Title 21: Labor

Title 24 : Municipal and County Government

Chapter 051 : Finances; Accounts and Audits

Subchapter 002 : TOWN TREASURER; ACCOUNTS; CITY ACCOUNTS

(Cite as: 24 V.S.A. § 1571)

§ 1571. Accounts; reports

(a) The town treasurer shall keep an account of monies, bonds, notes, and evidences of debt paid or delivered to him or her, and of monies paid out by him or her for the town and the town school district, which accounts shall at all times be open to the inspection of persons interested.

(b) Monies received by the town treasurer on behalf of the town may be invested and reinvested by the treasurer with the approval of the legislative body.

(c) The town treasurer shall file quarterly reports with the legislative body regarding his or her actions set forth in subsections (a) and (b) of this section.

(d) The town treasurer shall annually, on or before June 30, complete and provide to the selectboard a copy of the document made available by the Auditor of Accounts pursuant to 32 V.S.A. § 163(11) regarding internal financial controls. (Amended 1981, No. 239 (Adj. Sess.), § 5; 2011, No. 155 (Adj. Sess.), § 27.)

Treasurer 101 Duties

(a) The town treasurer shall keep an account of monies, bonds, notes, and evidences of debt paid or delivered to him or her, and of monies paid out by him or her for the town and the town school district, which accounts shall at all times be open to the inspection of persons interested.

- Keep track of income
- Keep track of expenditures
 - Municipal
 - Education
- Freedom of Information Act



Title 24 : Municipal and County Government

Chapter 051 : Finances; Accounts and Audits

Subchapter 002 : TOWN TREASURER; ACCOUNTS; CITY ACCOUNTS

(Cite as: 24 V.S.A. § 1576)

§ 1576. Town treasurer; record of orders

The treasurer shall pay orders drawn on him or her by officials authorized by law to draw such orders. If he or she does not pay such orders, on demand, the holder thereof may recover the amount from the town, with interest from the time of such demand. The treasurer shall keep a record of such orders not paid on demand in a book kept for that purpose. In the event, however, where there are insufficient funds on hand for the payment of any such order, the treasurer shall forthwith notify the selectboard and the officer drawing the same.



Treasurer 101 Duties

(b) Monies received by the town treasurer on behalf of the town may be invested and reinvested by the treasurer with the approval of the legislative body.

- Bank Relations
 - Bank Fees / Free Services
 - Check Signers / Assistant Town Treasurer
 - TAN, Collateralization, ICS / CDARS
- FDIC Limitations
- Investment Policy

Title 24 : Municipal and County Government

Chapter 051 : Finances; Accounts and Audits

Subchapter 002 : TOWN TREASURER; ACCOUNTS; CITY ACCOUNTS

(Cite as: 24 V.S.A. § 1573)

§ 1573. Assistant treasurer

A town or city treasurer may appoint an assistant town or city treasurer and may revoke any such appointment at any time. The town or city treasurer shall be responsible for the acts and omissions of any assistant appointed by him or her. If after written request from the selectboard to appoint an assistant treasurer, the town or city treasurer fails for ten days to do so, the selectboard may appoint an assistant treasurer and may revoke such appointment at any time. An assistant treasurer, during the temporary absence or disability of the treasurer, shall perform the duties of treasurer. The appointment and revocation of assistant treasurer shall be recorded in the office of the town or city clerk. (Amended 1959, No. 183, § 1.)

CERTIFICATE OF APPOINTMENT OF ASSISTANT TREASURER



STATE OF VERMONT

_____ County, ss. _____

Be it remembered, that on this _____ day of _____, 20____,

I, _____, Town Treasurer of the Town of _____, in said
County, do hereby appoint _____ of said Town, Assistant Town Treasurer
for the year next ensuing, or until another person shall be appointed in his/ her place stead.
_____ Town Treasurer

I, _____, Town Clerk of said Town, do hereby certify that the
forgoing is a true copy of the record of the appointment of _____
as Assistant Treasurer of said town.

Dated this _____ day of _____, 20____.

_____ Town Clerk

STATE OF VERMONT

_____ County, ss. _____

I _____ of the Town of _____ in said county, do
solemnly swear that I will faithfully execute the office of Assistant Town Treasurer of said
Town, and will therein do equal right and justice to all persons to the best of my judgment
and abilities according to law.

(Sign Your name here) _____

(Post Office Address) _____

And at _____ in said County, on this _____ day of _____, 20____,
personally appeared the said _____ and took the
foregoing oath of office.

(Signature of authority administering oath) _____

(Printed Name, Office) _____

Treasurer 101 Duties

(c) The town treasurer shall file quarterly reports with the legislative body regarding his or her actions set forth in subsections (a) and (b) of this section.

- Relationship with Selectboard
- Elected or Appointed Differences
- Responsibilities to the Public

Treasurer 101 Duties

(d) The town treasurer shall annually, on or before June 30, complete and provide to the selectboard a copy of the document made available by the Auditor of Accounts pursuant to 32 V.S.A. § 163(11) regarding internal financial controls. (Amended 1981, No. 239 (Adj. Sess.), § 5; 2011, No. 155 (Adj. Sess.), § 27.)

- Relationship with Selectboard
- Ethics Training
- Transparency
- Public Skepticism and Fraud

Internal Financial Controls Checklist for Municipalities – Cities and Towns

Document referenced in 24 V.S.A. § 1571(d)

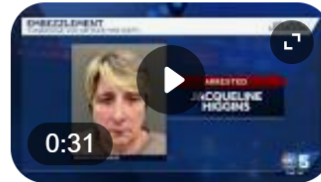
	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?				
Do you reconcile bank and ledger balances monthly?				
Are checks always written to specified payees and not to cash?				
Does the same individual open the mail and deposit checks?				
Are pre-numbered checks used for all bank accounts?				
Are unopened bank statements delivered directly to the treasurer as received?				
Do you always provide a numbered receipt for any cash payment made to the town?				
Have select board members attended financial trainings?				
Are bank statements reconciled on a regular basis?				
Does someone other than the treasurer review bank reconciliations?				
Have you deposited town monies anywhere other than a town account?				
Have you deposited any non-town monies into a town account?				
Is interest in town accounts apportioned to each account?				
Have there been any changes in authorized signatures during the fiscal year?				
Has a signature stamp ever been used for any town account				
Has there ever been a theft, or unauthorized use of town funds or equipment?				
Are financial records maintained in a computerized system?				
Does the town have written policies and procedures for financial operations?				
Does each town official have copies of these policies and procedures?				
Have you attended trainings on recordkeeping?				
Are checks written by the same individual who approves payments?				
Are you a participant in any business which does business with the town?				
Do you maintain separate pages, columns or running balances for each fund?				
Do elected town auditors attend financial trainings?				
Are bank accounts and fund balances reconciled on a monthly basis?				
Does the town loan money to town employees?				
<i>As a signer below I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the Town/City of: _____, Vermont.</i> Preparer: (signature) _____ (printed name): _____ Title: _____ <i>Received by Select Board (signature): _____ on (date): _____</i>				

Local and state authorities found Diaz was writing checks from town accounts to herself and did not deposit cash for property tax payments in a town bank account.

Cats and chaos: How a town clerk allegedly stole \$1M plus from Coventry

By Dan Schwartz
July 30, 2017, 3:59 pm

[Vermont woman charged for embezzling \\$186000 from ...](#)



A Vermont woman is being charged with embezzling thousands of dollars from the Tonbridge Volunteer Fire Department over a 10-year period.

Audit uncovers cash handling, payroll problems at Colchester Ctr. Fire

By AVALON ASHLEY Staff Writer Jan 28, 2020 Updated Jul 20, 2021 0

Chapter 21 Labor

Title 21 : Labor

Chapter 005 : Employment Practices

Subchapter 002 : WAGES AND MEDIUM OF PAYMENT

(Cite as: 21 V.S.A. § 342)

§ 342. Weekly payment of wages

(a)(1) Any employer that is doing business within the State shall pay each week, in lawful money or checks, the wages earned by each employee to a day not more than six days prior to the date of payment.

(2) Notwithstanding subdivision (1) of this subsection, any employer having one or more employees that is doing business within the State may, either:

(A) after giving notice to each employee, pay biweekly or semimonthly, in lawful money or checks, each employee the wages earned by the employee to a day not more than six days prior to the date of payment; or



Incompatible Offices

Collector of Current Taxes
Delinquent Tax Collector
Town Clerk
Lister
Assessor
Justice of the Peace
Town Agent
First Constable
Road Commissioner
Trustee of Public Funds
Election Official, not on ballot
Election Official, Australian Ballot,
Un-opposed



Treasurers Can Be:

Auditor
Selectperson
School Director
Town Manager
Cemetery Commissioner
Municipal Library Trustee
Election Official, Floor Vote
Election Official, Australian Ballot,
Opposed



**Treasurers
Cannot Be:**

Assistant Town Clerk

**Treasurers
Can Be or Maybe
Not....**

Assistant Town Clerk

Title 24 : Municipal and County Government

Chapter 051 : Finances; Accounts and Audits

Subchapter 003 : ORDERS DRAWN BY MUNICIPAL BODIES

(Cite as: 24 V.S.A. § 1622)

§ 1622. Town orders; record

(a)(1) The chair of the selectboard shall keep or cause to be kept a single record of all orders drawn by the board showing the number, date, to whom payable, for what purpose, and the amount of each order.

(2) All other officers authorized by law to draw orders upon the town treasurer shall keep or cause to be kept a like record.

(b) Such records shall be submitted to the town auditors annually on or before February 1.

(c) If the records of orders named in this section are made by an assistant clerk, the assistant clerk shall not be the town treasurer or the spouse of the town treasurer or any person acting in the capacity of clerk for the town treasurer. (Amended 2017, No. 130 (Adj. Sess.), § 13.)



Online Tools



State of Vermont
Office of the State Treasurer

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PROPERTY**

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[Climate Infrastructure Financing](#)

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[Economic Empowerment Division](#)

[Baby Bonds](#)

[Baby Bonds Advisory Committee](#)

[Vermont Saves](#)

[Vermont Saves Advisory Board](#)

Welcome to the Office of Vermont State Treasurer Mike Pieciak



ANNOUNCEMENTS:



MEMBER DIRECT

Login to access your retirement account



STATE PAYMENT QUESTIONS?

Click to email us if you have questions about a
State payment.

Quick Actions

[Payment Information Portal Login](#)

[VMERS DC Employer Payroll Reporting](#)

[VMERS DB Employer Payroll Reporting](#)

[Teacher DB Employer Payroll Reporting](#)

[Teacher Federal Grant Assessment Portal](#)



VERMONT GENERAL ASSEMBLY

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this search](#)

Q Enter bill number, title or keyword

SEARCH

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[Constitution of the State of
Vermont](#)

ACTS

[Acts & Resolves](#)

[Acts Affecting VSA Sections](#)

The Vermont Statutes Online

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[Title 1: General Provisions](#)

[Title 2: Legislature](#)

[Title 3: Executive](#)

[Title 3 Appendix: Executive Orders](#)

[Title 4: Judiciary](#)

[Title 5: Aeronautics and Surface Transportation](#)

ON DEMAND TRAINING

WATCH WHEN IT'S CONVENIENT FOR YOU. →





VERMONT GOVERNMENT FINANCE OFFICERS ASSOCIATION

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VMCTA



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WELCOME TO VERMONT MUNICIPAL CLERK TREASURER ASSOCIATION

CELEBRATING 88 YEARS!

1936-2024

Utilize



Mentors

First Name	Last Name	Position	Town	County	E-mail	Phone
ADDISON						
Sally	Ober	Town Clerk	Lincoln	Addison	clerk@lincolnvermont.org	453-2980
BENNINGTON COUNTY						
Sandra	Pinsonault	Town Clerk	Dorset	Bennington	dorsetclerk@gmail.com	362-1178 x2
CALEDONIA COUNTY						
Stacy	Jewell	Town Clerk/Treasurer	Saint Johnsbury	Caledonia	townclerk@stjvt.com	748-4331 x1
CHITTENDEN COUNTY						
Jessica	Alexander	Town Clerk	Jericho	Chittenden	jerichovermont@yahoo.com	899-4936
Heidi	Racht	Town Clerk	Huntington	Chittenden	huntingtonclerk@gmavt.net	434-2032
ESSEX COUNTY						
Bob	Champagne-Willis	Treasurer	Maidstone	Essex	maidstonetreasurer2@gmail.com	802-676-3210
Audra	Girouard	Treasurer	Concord	Essex	treasurer@conclerk.com	695-2220
FRANKLIN COUNTY						
GRAND ISLE COUNTY						
Donna	Bohannon	Town Clerk/Treasurer	Alburgh	Grand Isle	townofalburgh@fairpoint.net	796-3468
LAMOILLE COUNTY						

VMCTA Trainings

MEETING/EVENT INFORMATION

Meeting Information

Future Meetings
Previous Meetings
2026 Meeting Archive
2025 Meeting Archive
2024 Meeting Archive
2023 Meeting Archive

Cancellation Policy

For event registration Vermont
Municipal Clerks' and Treasurers'
Association offers refunds for

PAST MEETINGS



Open to the first 95
VMCTA members
who signup.

Register online at:
www.vmcta.org

FIRST THURSDAY TRAININGS

30-minute presentation ~ 30-minute Q & A

CERTIFICATION COMMITTEE



The VMCTA offers various levels of certification for both Clerks and Treasurers:

- Certification - CVC (Certified Vermont Clerk) or CVT (Certified Vermont Treasurer)
- Advanced Certification – Advanced Level 1
- Advanced Certification – Cum Laude
- Advanced Certification – Magna Cum Laude
- Advanced Certification – Summa Cum Laude

VMCTA Annual Conference

Warren, VT



SAVE 

THE DATE

2026

VMCTA ANNUAL CONFERENCE

DATE: SEPTEMBER 9 & 10

LOCATION: SUGARBUSH, VT





Thank you

Bob Champagne-Willis, Certified Vermont Treasurer (CVT), Advanced Level 1

802-676-2603

maidstonetreasurer2@gmail.com