

**TRAILER ESTATES PARK AND RECREATION DISTRICT
TRUSTEE DUTIES PP1D**

DUTIES OF THE TREASURER

THE TREASURER SHALL:

1. Prepare for and attend regular scheduled Board Meetings and Workshops; and Special or Emergency meetings as required.
2. Keep accurate records (Art. VI of Bylaws).
3. Approve disbursements as directed by the board (Art. VI of Bylaws).
4. Annually prepare a district budget as required by law (Art. VI of Bylaws).
5. Present Annual Budget to all property owners at a Public Hearing prior to adoption by the Board of Trustees.
6. Prepare detailed allocation of Final Budget by Account and Month for input into Quickbooks allowing financial reporting quarterly.
7. Assist Auditor to complete the annual financial audit of the prior fiscal year.
8. Complete bank deposits when needed.
9. Prepare quarterly financial report for review and presenting to the board.
10. Present Legal bills for approval outside of normal expense limits.
11. Annually request blanket approval for payment of normal expenses.
12. Respond to all financial information requests required by county and state law.
13. Conduct annual review of staff salary and benefits. Present this review and findings and make recommendations to the board regarding annual increases, benefit changes, and bonuses for preparation of the annual budget.
14. Prepare for review the recommendation for annual performance increases for all staff and present at first meeting in September for adjustments effective each October.
15. Conduct annual review of ALL user fees. Present this review and findings and make recommendations to the board regarding any changes to the fees as may be necessary in preparation of the annual budget.

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16. Renew lease agreements for district facilities (post office, marina building, church facilities, county storage lot, etc.) And services (District Attorney, Technology Services, Spectrum, WastePro, etc.)
17. Oversee the publication of all notices for the district in a newspaper recognized by the general population as an official publication –
 - a) Public hearings related to the budget.
 - b) Any required notices or publications related to other treasurer matters.
18. The treasurer is authorized to withdraw funds from all District bank accounts and sign checks as requested.
19. Secure all District insurance coverages. i.e. Liability, Property, Flood, Workers Compensation, Directors & Officers Liability, Employee Medical & Dental, Trustee Bonds.
20. Establish/Maintain banking relationship for all District finances.
21. Manage District Credit Card Accounts. Monitor expenditures, set and adjust credit limits, resolve issues if needed.
22. Prepare Non Ad-Valorem Assessment by parcel for submission to Manatee Property Appraiser according to deadlines for TRIM reporting and annual county tax billing cycle.
23. Represent the district in acquiring funds needed for any projects that cannot be funded through normal annual Non Ad-Valorem Assessment income i.e. taxable bonds, etc.
24. Manage contractual payments for all contracts requiring installment agreements.
25. Maintain a database by parcel of payments made on the Seawall Improvement 15 year loan acquired in 2022. Providing those parcels that have elected to “Prepay” their obligation vs those who will be billed annually included in their annual Non-Ad-Valorem Assessment.
26. File Intangible Personal Property Tax Return each February.
27. File Tangible Personal Property Tax Return each March.
28. File Public Depositor Annual Report.