

## Some Other Duties:

- Maintain Lottery Credit List
- Act as Treasurer for Drainage Districts
- Issue Tax Certificates
- Distribute National Forest Income
- Report, publish & disburse unclaimed funds
- Certify & sign plats, and timber cutting permits
- Forward fines, forfeitures, court fees, real estate transfer fees and WLIP recording fees to the appropriate state agency
- Pay withholding taxes to the state & IRS
- Report & pay managed forest land & private forest crop settlements to the state
- Reconcile all bank accounts monthly
- Prepare & mail delinquent tax notices
- Assist municipal clerks in balancing tax and assessment rolls
- Prepare and file sales and use tax reports
- Prepare and manage a yearly budget
- Educate the public
- Lobby for law changes

Contact your County  
Treasurer for more  
information



**Wisconsin County Treasurers'  
Association**

[www.wicountytreasurers.com](http://www.wicountytreasurers.com)

# Learning About Your County Treasurer

So much more than just the  
tax collector!



## The Many Hats of Your County Treasurer

Often when people are asked what a County Treasurer does, the reply is “they handle the money” or “they collect the taxes”. While this is true, what most people don’t realize is how many different hats the county Treasurer is asked to wear on a daily basis.

### Bookkeeper

One of the more obvious hats that County Treasurers wear is that of the Bookkeeper. The County Treasurer must “keep a true and accurate account of the receipt and expenditure of all moneys which come into the treasurers hands...” according to Wi Stat 59.25(3)(d).



### Social Worker

County Treasurers often hear about medical, psychological, legal and family issues that are causing people to have a difficult time paying their taxes. County Treasurers are constantly trying to find new resources for people. They refer them to Human Services, Veteran’s Affairs, and community organizations to help them get on their feet. They look up information for them on Senior Property Tax Loans, Veteran’s Tax Programs, Homestead Credits, make sure they are signed up for lottery credits and tell them where to go to sign up for heating assistance. They also refer them to the Probate Office or Register of Deeds office to clear up issues of title on their property. Sometimes, they’re just someone to listen.

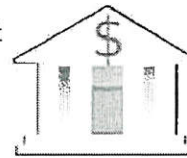
### Tax Collector

For the public, probably the most visible hat that their County Treasurer wears is that of the Tax Collector. County Treasurers:

- Collect the second installment of property taxes for any municipality with two installments
- Calculate the August final settlement of property tax collections, making sure that all jurisdictions are paid their levy in full and on time
- Collect delinquent taxes in order to make up the difference between what was paid in taxes and what was paid out to the taxing jurisdictions in August.
- Works with municipal clerks and treasurers to generate, print and mail the tax bills in order to increase efficiency and decrease costs to taxpayers, in most counties.
- Contracted by municipalities to collect all of the property tax installments in some counties

### Banker

The County Treasurer “receives all moneys from all sources belonging to the county and all other moneys by which statute or county ordinance directs paid to the treasurer” according to Wi Stat 59.25(3)(a)1. In addition to receiving property taxes, invoiced payments and funds payable to the county from other taxing entities, County departments bring their checks & cash to the Treasurer’s office for deposit. On a daily basis, the Treasurer combines all funds received and sends a deposit to the bank.



### Detective

In order to collect taxes, County Treasurers are often asked to become a detective. When a tax bill or statement comes back in the mail, we try to find new addresses to notify people of their taxes. We also need to try and track people down to let them know that their payment was made in error, was short or came from the bank for insufficient funds.



### Investor

Since the County Treasurer must keep records of receipts and disbursements, it is up to them to determine what money may be in excess of what they currently need and for how long the money can be invested for in order to earn revenue for the people of their county.

### Realtor/Auctioneer

Many County Treasurers sell tax delinquent property acquired through 1 of 3 methods found in Wisconsin State Statutes 75.14, 75.19, and 75.521. Generally, each county chooses which of these methods works best for their county. They often do this process in coordination with their County Clerk and Finance Committee.

