

### **Attachment C: Duties of the Clerk**

- I. Provide Auditing, Accounting, and Treasury services including the following:
  - 1.1. Cash Receipts
  - 1.2. Revenue Collections
  - 1.3. Accounts Receivable
  - 1.4. Investments, including recommendations for Investment Policy
  - 1.5. Grants Single Audit Schedule
  - 1.6. Accounts Payable including pre-audit of all payment requests
  - 1.7. Fixed Assets
  - 1.8. Surplus Property
  - 1.9. Financial Reporting
    - 1.9.1. Quarterly financial reports
    - 1.9.2. Audited Annual Financial Report
    - 1.9.3. Annual Comptroller's Report
    - 1.9.4. Single Audit
    - 1.9.5. Post Audit Follow-up