

Township Clerk's Statutory Duties

- Maintains custody of all township records
- Maintains general ledger
- Prepares warrants for township checks (Accounts Payable & Payroll)
- Records and maintains township meeting minutes
- Keeps the township book of oaths
- Responsible for special meeting notices
- Publishes board meeting minutes
- Keeps voter registration file and conducts elections
- Keeps township ordinance book
- Prepares financial statements
- Keeper of all records
- Delivers tax certificates to supervisor and county clerk by September 30
- Must appoint a deputy
- Must post a surety bond

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