

Comstock is a Charter Township, which consists of seven elected positions: one Supervisor, one Clerk, one Treasurer, and four Trustees, all whom must live in the Township to qualify to hold office. Each office is a four-year term beginning on November 20 at 12:00 noon and each official must take an oath of office prior to serving. Each elected position holds equal voting authority to the others. Each board member is required to vote on all items, unless there is a conflict of interest or a legal reason for abstaining.

## **Treasurer**

- Collects and disburses real and personal property taxes
- Collects delinquent personal property tax
  - May file jeopardy assessments
  - If personal property remains unpaid after proper notice, may seize personal property to sell at auction
- Must keep a true account of the receipts and expenditures of all funds
- Deposits all Township funds in approved depositories
- Invests Township funds in accordance with the Township investment policy and PA 20\*
- Verifies and disburses Township checks created by the Clerk
- Must appoint a deputy to act as the treasurer in the event of absence, sickness, death or disability
- Estimates expenditures for his/her office as part of the budget process
- May attend in-person or virtual conferences, seminars, or other educational sessions as needed
- Attends all Board meetings and votes on items before them
- May serve on the Planning Commission

\*On October 31, 2023, the Township Board hired a Finance Director to manage and maintain the Township's financial records. The Finance Director now performs many of the statutory and non-statutory duties of the Treasurer. However, the responsibility for any statutory duty remains with the office holder.