

CHAPTER 6B

OFFICE OF THE TREASURER

SECTION:

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1-6B-1: CREATION OF DEPARTMENT, OFFICE OF THE TREASURER: There is hereby established and created an Office of the Treasurer. The Office of the Treasurer shall consist of the Treasurer and such other positions as may be approved from time to time by the City Council.

1-6B-2: OFFICE OF THE TREASURER: There is hereby established and created the position of Treasurer who shall be an officer of the City and supervisor of the Office of the Treasurer.

1-6B-3: APPOINTMENT; BOND; OATH:

A. Appointment: The Treasurer shall be appointed by the Mayor with the approval of the City Council and shall be under the supervision of the City Manager. (ORD. NO. 2393 10/25/04)

B. Bond: Before entering upon the duties of his office, the Treasurer shall execute a bond in such amount and with such sureties as is required by statute, but in no event less than \$100,000, conditioned upon the faithful performance of his or her duties.

C. Oath: Before entering upon the duties of his office, the Treasurer shall swear or affirm the oath required by statute.

1-6B-4: TREASURER'S DUTIES: The Treasurer shall:

A. The city treasurer shall receive all monies belonging to the municipality and oversees the collection, receipt, and deposit of City revenues and shall render at the end of each month, and oftener if required, a statement, under oath, to the city clerk, showing the state of the treasury at the time of such account, and the balance of the money in the treasury. Such statement shall set forth all the moneys received by him, and from whom, and in what account they shall have been received; also all moneys paid out by him, and on what account they shall have been paid.
(Ord. No. 2442 08/08/05)

B. The city treasurer shall cause to be kept books of account, in such a manner as to show with entire accuracy, all moneys received by him, and from whom, and on what account they shall have been received; and all moneys paid out by him, and on what account they shall have been paid; and in such a manner that such books may be readily understood and investigated. Such books, and all papers and files in his office, shall be at all times open to the examination of the city clerk or any member of the city council.

C. The city treasurer shall make to the city clerk a monthly report, under oath, on or before the third Tuesday of each succeeding month, for each calendar month, of all interest on moneys received by or credited to the city treasurer or to the city, by any bank or other depository in which is deposited any interest-bearing moneys of the city, including trust funds and special deposits.

D. Give every person paying money into the treasury a receipt therefore, specifying the date of payment, and upon what account paid and file copies of these receipts with the Clerk with the Treasurer's monthly reports;

E. Pay any warrant lawfully drawn upon the treasurer if money has been properly appropriated to the payment of such warrant and the funds exist for the payment thereof;

F. At the end of each month, render an accounting under oath to the Council showing the state of the treasury at the date of the account and the balance of money in the treasury. The account shall be accompanied by a statement of all money received into the treasury, and on what account together with all warrants paid monitor cash flow to assess the availability of funds and make recommendations regarding budgetary expenditures; (Ord. No. 2442 08/08/05)

G. Deliver to the City Clerk each month the monthly account and all warrants and vouchers paid as reported therein and generate financial statements and cash balance reports for the City Council and City Manager; (Ord. No. 2442 08/08/05)

H. Keep a register of all warrants, which shall describe each warrant, showing its date, amount and number, the fund from which paid, the name of the person to whom paid and when paid and shall return all warrants paid marked "paid";

I. File within six months after the end of each fiscal year with the City Clerk an account of monies received and expenditures incurred during the preceding fiscal year as provided by statute and file said account as certified by the City Clerk as provided by statute with the County Collector;

J. Maintain current and accurate information on City Investments, and report thereon at least monthly to the Mayor, Council and City Manager;

- K. Participate on Police and Fire Pension Boards as set forth and required in applicable sections of State statutes.
- L. Maintain records of pledged collateral by named City depositories, to assure compliance with policies, statutes, ordinances and agreements.
- M. Perform such other duties as may be prescribed from time to time by statute or ordinance.
(Ord. No. 2442 08/08/05)

1-6B-5: TREASURER'S AUTHORITY.

The Treasurer shall have the authority to:

- A. Using sound financial practices, enter into agreements of any definite or indefinite term regarding the deposit, redeposit, investment, reinvestment or withdrawal of Municipal funds. (Ord. No. 2442 08/08/05)
- B. Combine moneys from more than one fund for the purpose of investing such funds;
- C. Join with other Municipal Treasurers or Municipalities for the purpose of investing the Municipal funds of which the Treasurer has custody;
- D. Do and perform such other functions as allowed from time to time by statute.

1-6B-6: DEPUTY TREASURER. The Treasurer, when authorized by the City Council, may appoint one person, with the advice of the City Manager, to serve as Deputy Treasurer as that position becomes necessary. Such Deputy Treasurer shall serve under the supervision of the City Treasurer and perform such duties and functions as may, from time to time, be assigned by the City Treasurer. Said Deputy Treasurer may act in the capacity of the City Treasurer at such time during the absence of the City Treasurer.