Chapter 2.20 City Treasurer

Sections:

2.20.010 Bond.

2.20.020 Duty to receive and dispose of moneys.

2.20.030 Record of proceedings.

2.20.040 Cancellation of warrants.

2.20.050 Issuance of receipts.

2.20.060 Monthly statements.

2.20.070 Examination of books by finance committee.

2.20.080 Order of payment of claims.

2.20.090 Collector of the City.

2.20.100 Delivery of property to successor.

2.20.110 Compensation.

2.20.010 Bond

The City Treasurer shall, before entering upon the duties of his office, make and execute a bond to the City of Dillon, with two or more good and sufficient sureties, to be approved by the Council, in such sum as may be required from time to time, which said sum shall at no time be less than ten thousand dollars, to the effect that he will at all times faithfully and truly do and perform all the duties of his office as prescribed by law, ordinances, resolutions and orders of the Council, and will at all times well and truly account for all moneys belonging to the City that may come into his hands.

Enc Ord 367 March 18, 1993, Enc Ord 395 July 1, 1998

2.20.020 Duty to Receive and Dispose of Moneys

It shall be the duty of the Treasurer to receive and safely keep all moneys, funds, securities or City property that may come into his hands and distribute the same only upon the order, resolution or ordinance of the Council and upon warrant of the Mayor countersigned by the City Clerk.

Enc Ord 367 March 18, 1993, Enc Ord 395 July 1, 1998

2.20.030 Record of Proceedings

The Treasurer shall at all times keep a suitable book or books furnished by the City, giving a full and correct account of all moneys received by him and paid out by him, which said account or accounts shall specify when, to whom and on what account received or disbursed. He shall also keep account of each source of revenue to the City, separate and distinct and crediting each account with funds received on account thereof.

Enc Ord 367 March 18, 1993, Enc Ord 395 July 1, 1998

2.20.040 Cancellation of Warrants

All warrants or orders redeemed and paid by the Treasurer and all vouchers shall be delivered each month or oftener, if required by the City Council, to the City Clerk and filed by the Clerk. All warrants or orders redeemed by the City Treasurer shall before delivery to the Clerk, be stamped on the face of each, “paid,” adding the exact date thereof.

Enc Ord 367 March 18, 1993, Enc Ord 395 July 1, 1998

2.20.050 Issuance of Receipts

He shall on receipt of money from each and every City officer or of any property belonging to the City, make out and deliver to such officer or person a receipt therefore, showing the date received, the amount and on what account received. All such receipts shall be issued from a blank receipt book having a suitable and proper stub and which book shall be marked “original receipt book,” and he shall file receipts with the City Clerk monthly, or more often if required.

Enc Ord 367 March 18, 1993, Enc Ord 395 July 1, 1998

2.20.060 Monthly Statements

He shall monthly, or more often if required, make out and file with the Clerk a full and complete statement of all moneys received and distributed by him as Treasurer, which said statement shall be considered and acted upon by the Council. He shall at all times permit the Mayor, the Finance committee of the Council, or any person upon order of the Council to have free access to and examine and inspect the books and papers in his office.

Enc Ord 367 March 18, 1993, Enc Ord 395 July 1, 1998

2.20.070 Examination of Books by Finance Committee

As soon after each monthly regular meeting as possible, the Finance committee of the Council may make a thorough examination of the books, accounts, vouchers and papers in the office of the Treasurer, ascertain the money on hand and in the bank, compare his accounts and receipts with the duplicate accounts and receipts filed with the City Clerk and make a report of the proceedings of such committee therein to the Council at its next meeting. If the report of such committee be approved by the Council, then the chairman of such committee shall cause the necessary entries to be made in the Treasurer’s books and accounts, showing the approval thereof. The annual statement and report of the Treasurer shall likewise be examined and approved and the proper entries made in his books and accounts. All canceled warrants and orders shall remain in the possession of the City Clerk until destroyed according to state statute.

Enc Ord 367 March 18, 1993, Enc Ord 395 July 1, 1998

2.20.080 Order of Payment of Claims

Each fund in the books of the Treasurer shall be paid out in the order in which warrants are presented and in the event that there is not sufficient money on hand in any fund to pay the warrant or order presented, the Treasurer shall endorse on such order or warrant “Not paid for want of funds,” and shall sign such endorsement with the date thereof and shall enter the same in the proper book kept for that purpose. All warrants so registered shall bear interest at the rate of six percent per year from the registry thereof until there are funds on hand to pay the same. When there is sufficient money in any fund to pay any part or all of the warrants outstanding against such funds, the Treasurer shall post a notice at his office door stating what warrants, on what fund and the number thereof will be redeemed, and after the posting of such notice, interest on such outstanding warrants shall cease. No money shall be transferred from one fund to the other except by order of the Council and a copy or notice of which said order shall be given the Treasurer by the Clerk.

Enc Ord 367 March 18, 1993, Enc Ord 395 July 1, 1998

2.20.090 Collector of the City

The City Treasurer shall be the collector of the City and as such collector shall receive and collect all money due to the City.

Enc Ord 367 March 18, 1993, Enc Ord 395 July 1, 1998

2.20.100 Delivery of Property to Successor

The City Treasurer shall not use for his own use any money or property belonging to the City. He shall turn over all money, property and papers in his office, belonging to the City, to his successor. He shall also do and perform such other and further duties as are required by law and the ordinances of the City or the orders of the Council.

Enc Ord 367 March 18, 1993, Enc Ord 395 July 1, 1998

2.20.110 Compensation

The City Treasurer’s compensation for services rendered to the City shall be set annually by the City Council.

Enc Ord 367 March 18, 1993, Enc Ord 395 July 1, 1998

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