

## POWERS AND DUTIES OF TREASURER

## AN ORDINANCE DEFINING THE POWERS AND DUTIES OF THE TREASURER

Be it ordained by the Council of the Town of Buffalo, Iowa:

SECTION 1. The treasurer shall receive all money payable to the municipality and disburse the same only on warrants drawn and signed by the clerk and sealed with the town seal.

SECTION 2. He shall give to every person paying him, as town treasurer, any money, receipts in duplicate, specifying the date, amount, and upon what account paid.

SECTION 3. He shall keep, in a book provided by the municipality, a register and description of all warrants reported to him by the clerk. When a warrant drawn on the treasurer is presented for payment, and not paid for want of funds, he shall endorse the fact thereon, with the date of presentation, and sign it, and thereafter it shall draw interest at six per cent per annum, unless issued under a resolution or contract providing that it shall not draw interest, or shall draw interest at a lower rate. He shall keep a record of all warrants drawn upon the treasurer and presented, in a book so ruled as to show in separate columns, as to each warrant, the number, date, principal, name of drawee, when paid, to whom paid, and the amount of interest paid, and all such warrants shall be paid in the order of their presentation.

SECTION 4. He shall issue calls for outstanding warrants at any time he may have funds on hand for the payment thereof. He shall give notice of the number of warrants which will be paid by posting a written notice thereof in the mayor's office and in the treasurer's office, when there is one, and after the expiration

of ten days from the date of posting, interest on the warrants so named shall cease. When a warrant, which draws interest is taken up, he shall also endorse upon it, the date and amount of interest allowed, and such warrants shall be cancelled and not re-issued.

SECTION 5. He shall make returns monthly, or oftener if required by the council, to the clerk, showing the warrants paid, and the amount of principal and interest paid.

SECTION 6. He shall keep an accurate account of all money or securities received by him as treasurer, keeping the account of each fund separately, specifying when, from whom, and upon what account received, and a true account of all disbursements of money or property paid by him, specifying when, to whom, from what fund, and on what account paid.

SECTION 7. He shall keep a cash book, in which he shall keep an account showing, on the left page, the several accounts of money received by him, the date of each payment, the person from whom each separate amount was received, and for what or on account the same was received and, on the right hand page, each separate amount or sum of money paid out, the date of its payment, to whom paid, and the number of warrants on which paid.

SECTION 8. He shall keep a separate and distinct account of all money received by him from special assessments for streets, sidewalks, or other purposes, and such account shall show from whom the several amounts are received, when received, for what purpose, and on what lot or parcel of land the same is paid.

SECTION 9. He shall make a written report, under oath, to the council at its first regular meeting in each month, showing the financial condition of the municipality. Such report shall

show the balance on hand, an itemized account of all receipts and expenditures, and the warrants presented for payment and not paid during the preceding month. At the last meeting of the council in each fiscal year, and oftener, if required, he shall present to the council, a full itemized statement of all receipts and expenditures from the date of the last preceding annual report, which shall exhibit the precise condition of the treasury, and such report shall be subscribed and sworn to by him. He shall, at the time of making his annual report, settle with the council, or its committee appointed for the purpose, and enter the minutes of settlement on his books.

SECTION 10. He shall have such other powers and perform such other duties as may be provided by the council, the ordinances, or the laws of the state, and shall transmit to his successor in office, all books, papers, records, documents, and property, together with invoice of the same, in his custody, or appertaining to his office.

SECTION 11. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 12. This ordinance shall be in force and effect from and after its passage and publication as provided by law.

Passed and approved

March 22<sup>th</sup> 1933

John A. Prignitz Mayor