

1-7A-3: DUTIES RELATING TO FINANCE; CITY AUDITOR:

The city recorder shall be ex officio the city auditor and shall perform the duties of such office, and shall draw and countersign all orders upon the city treasurer in pursuance of any order of the city council, and keep a full and accurate account thereof in books provided for that purpose; shall make to the city council from time to time upon the order of the city council, reports of the financial condition of the city; shall make and keep a list of the outstanding bonds, to whom issued, for what purpose, when, and where payable, and the rate of interest they respectively bear, and recommend such action to the city council as shall secure the payment of the principal and interest of such bonds; shall report annually to the city council, on or before June 1, an estimate of the expenses of the city and the revenue necessary to be raised for the current year; shall keep regular books of account in which he shall enter all indebtedness of the city, and which shall at all times show the financial condition of the city, the amount of bonds, orders, certificates or other evidence of indebtedness issued by the city council, the amount of all bonds, orders, certificates or other evidences of indebtedness which have been redeemed, and the amount of each outstanding; shall keep accounts with all receiving and disbursing officers of the city showing the amount they have received from the different sources of revenue and the amount which they have disbursed under the direction of the city council; shall examine all reports, books, papers, vouchers and accounts of the city treasurer; shall audit all claims and demands against the city before they are allowed by the city council; and shall keep a record of all claims presented and the action of the city council thereon; shall keep a book properly indexed in which he shall enter all contracts, which book shall be open to inspection to all persons interested; and shall perform such other duties as the city council may provide by ordinance or resolution. (1995 Code § 4-5-3; amd. 2003 Code)