

ARTICLE B. CITY TREASURER¹

1-7B-1: DUTIES GENERALLY:

The city treasurer shall receive all money belonging to the city, including all taxes, licenses and fines, and keep an accurate and detailed account thereof, in such a manner as provided in this article, or as the city council from time to time may by ordinance direct, and he shall collect special taxes and assessments as provided by law and ordinance. He shall make a settlement with the city recorder at the end of every month, and turn over all warrants, interest coupons, bonds or other evidence of the indebtedness of the city, which may have been redeemed by him during the month, taking the receipt of the city recorder thereof, and all such warrants, orders or other evidence of indebtedness shall be cancelled by him and have written or stamped thereon the date of their payment or redemption. (1995 Code § 4-7-1)

1-7B-2: PAYMENTS:

The city treasurer shall pay no money out save upon lawful warrant, except bonds and interest coupons, which, when due, may be paid upon presentation, or in case the same are payable at some other place, then the money for their redemption shall be sent to the place where they are payable, in time to meet such payment when due; provided, that when such bonds and coupons are paid, the city treasurer shall report such payment to the city council at its next regular meeting. (1995 Code § 4-7-2)

1-7B-3: WARRANTS PAID IN ORDER:

All warrants shall be paid in the order in which they shall be presented, and the city treasurer shall note upon the back of each warrant presented to him the date of such presentation, and when payment is made, the date of such payment; provided, however, that any warrant shall be paid by the city treasurer in case that a sufficient amount of money shall remain in the treasury to pay all warrants issued previous to such warrant. (1995 Code § 4-7-3)

1-7B-4: RECEIPTS:

The city treasurer shall give each person paying money to the city treasury a receipt therefor, specifying the date of payment and upon what account paid; and he shall also file

the duplicate of such receipt with the city recorder at the date of his monthly report. (1995 Code § 4-7-4)

1-7B-5: PUBLIC MONEY KEPT SEPARATE:

The city treasurer shall keep all money belonging to the city separate and distinct from his own money. Whenever it shall appear to the mayor that the city treasurer is making profit out of public money or using the same for any purpose not authorized by law, he shall suspend him from office, and upon his conviction for such offense his office shall become vacant. (1995 Code § 4-7-5)

1-7B-6: REPORTS; REGISTRY OF WARRANTS:

The city treasurer shall report to the city council monthly at the regular meeting, giving a full and detailed account of all receipts and expenditures since his last report, and the state of the treasury. He shall also make an annual report on or before December 31 of each year. He shall also kept a registry of all warrants redeemed and paid during the year, describing such warrants, their date, amount, number, the fund from which paid, and the person to whom paid, specifying also the time of payment. All such warrants shall be examined by the city council at the time of making such reports. (1995 Code § 4-7-6)

1-7B-7: SPECIAL FUNDS:

All monies on any special assessment shall be held by the city treasurer as a special fund to be applied to the payment of improvements for which the assessment was made, and said money shall be used for no other purpose whatsoever. (1995 Code § 4-7-7)

1-7B-8: DELIVER PROPERTY TO SUCCESSOR:

The city treasurer shall perform such other duties as may now or hereafter be required by law or ordinance, and his books of account shall be the property of the city, and shall, together with all monies, papers and other property in his possession belonging to the city, be delivered to his successor in office immediately after such successor shall have been duly elected or appointed and qualified. (1995 Code § 4-7-8)

1-7B-9: COLLECTOR OF SPECIAL TAXES:

The city treasurer is ex officio collector of all special taxes. (1995 Code § 4-7-9)

Footnotes - Click any footnote link to go back to its reference.

Footnote 1: See also section 1-7-1 of this title for appointment provisions.