

CHAPTER 19

CITY TREASURER

19.01 Appointment
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19.01 APPOINTMENT. The City Clerk is the Treasurer and performs all functions required of the position of Treasurer.

19.02 COMPENSATION. The Clerk receives no additional compensation for performing the duties of the Treasurer.

19.03 DUTIES OF TREASURER. The duties of the Treasurer are as follows:
(Code of Iowa, Sec. 372.13[4])

1. Custody of Funds. Be responsible for the safe custody of all funds of the City in the manner provided by law, and Council direction.
2. Record of Fund. Keep the record of each fund separate.
3. Record Receipts. Keep an accurate record of all money or securities received by the Treasurer on behalf of the City and specify the date, from whom, and for what purpose received.
4. Record Obligations. Keep an accurate account of all cash disbursed, purchase and contract commitments and property disposed of or sold by the City, specifying the date and to whom paid.
5. Special Assessments. Keep a separate account of all money received by the Treasurer from special assessments.
6. Deposit Funds. Upon receipt of moneys to be held in the Treasurer's custody and belonging to the City, deposit the same in depositories selected by the Council.
7. Reconciliation. Reconcile depository statements with the Treasurer's books and certify monthly to the Council, City Manager and respective boards and commissions the balance of cash and investments of each fund and amounts received and disbursed.
8. Debt Service. Keep a register of all bonds outstanding and record all payments of interest and principal.
9. Water Department. Be in charge of and supervise the Water Department books of account, records, billings and receipts.
10. Other Duties. Perform such other duties as specified by the Council by resolution or ordinance or as requested by the City Manager.

19.04 BOARDS, COMMISSIONS AND AGENCIES. The City Treasurer is the Treasurer and custodian of all funds received or held in custody for any board, commission or agency existing in the City and created by the Council, and pays out all money under control of the respective boards, commissions or agencies on orders signed by the respective chairs and secretaries of such boards, commissions or agencies, but receives no additional compensation for such services.