

TITLE I - POLICY AND ADMINISTRATION

ARTICLE VIII TREASURER

1-8.1 APPOINTMENT. The city clerk shall be the treasurer and perform all functions required of the position of treasurer.

1-8.2 COMPENSATION. The clerk shall receive no additional compensation for performing the duties of the treasurer.

1-8.3 DUTIES OF TREASURER. The duties of the treasurer shall be as follows:

1. Custody of Funds. He shall be responsible for the safe custody of all funds of the city in the manner provided by law, and council direction.
2. Record of Funds. He shall keep the record of each fund separate.
3. Record Receipts. He shall keep an accurate record of all money or securities received by him on behalf of the city and specify the date, from whom, and for what purpose received.
4. Record Disbursements. He shall keep an accurate account of all disbursements, money or property, specifying date, to whom, and from what fund paid.
5. Special Assessments. He shall keep a separate account of all money received by him from special assessments.
6. Deposit Funds in Bank. He shall, upon receipt of monies to be held in his custody and belonging to the city, deposit the same in banks selected by the council in amounts not exceeding monetary limits authorized by the council.
7. Bank Reconciliation. He shall reconcile bank statements with his books and certify monthly to the council the balance of cash and investments of each fund and amounts received and disbursed.
8. Debt Service. He shall keep a register of all bonds outstanding and record all payments of interest and principal.
9. Depository Declaration. He shall determine the anticipated level of bank deposits for making the depository declaration to the State Treasurer as required by Chapter 453, Code of Iowa, 1981, and file with the county treasurer a list of authorized depositories as required by Section 454.6, Code of Iowa, 1981.
10. Other Duties. He shall perform such other duties as specified by the council by resolution or ordinance.