

CHAPTER 5: TREASURER

Flagg Creek Water Reclamation District - Treasurer

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' 5-1.01 ELECTION - TERM OF OFFICE - VACANCY.

The Treasurer of the District shall be elected annually for a term of one year from within or without the Board. At any time the District is without a Treasurer, the Board shall perform the functions of the Treasurer or it may delegate them to others.

(Prior Code, ' 5-1.01)

' 5-1.02 DUTIES.

(A) The District Treasurer shall be responsible to the Board of Trustees but under the supervision of the District Executive Director. He or she shall have the power and perform the duties provided by statute and by the ordinances of the District.

(B) Among other things, it shall be his or her duty as follows:

(1) To receive all monies due or belonging to the District and pay all orders or warrants, including special assessment and other bonds and interest coupons, authorized by the Board of Trustees and duly executed by the proper officers of the District;

(2) To keep, or cause to be kept, suitable books of account, showing in a simple and methodical manner all monies received by him or her, and from whom and on what account or fund they have been received, and all monies paid out by him or her, to whom and on what account or fund paid, and for what purpose. The books shall be balanced by him or her monthly. Such books may be kept by use of computers, but in such case, regular monthly printouts of the accounts, at least in synopsis form, shall be required;

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(3) To keep, or cause to be kept, a separate account with each fund or appropriation stating at the head of each account the amount to be appropriated and giving the several debits and credits belonging thereto;

(4) To keep, or cause to be kept, an account with each special assessment, under its general description and number, giving in detail all receipts and disbursements therein;

(5) To make a monthly report of his or her transactions as Treasurer to the President and Board of Trustees, which report shall be filed with said Board together with cancelled vouchers covering all transactions embraced on said report; and

(6) To annually, within 30 days of the end of the fiscal year, make out and file with the District Clerk a full and detailed account of all his or her receipts and disbursements as such Treasurer during the preceding fiscal year of the District, which account shall show the state of the Treasury at the close of the fiscal year. A copy of such report, as filed with the District Clerk and bearing the affidavit thereof, together with a copy of the published report thereon shall be filed with the County Collector before September 1, as required by statute.

(Prior Code, ' 5-1.02)

' 5-1.03 BOND - OATH - SALARY.

The bond of the Treasurer of the District shall be set at the annual meeting of the Board of Trustees. The Treasurer shall file his or her bond and oath with the Clerk of the District. The salary of the Treasurer shall be set by the Board.

(Prior Code, ' 5-1.03)

' 5-1.04 DEPOSIT OF FUNDS.

He or she shall deposit the District funds in such depositories as may be selected from time to time, as provided by law; and he or she shall keep the deposit of the District money separate and distinct from his or her own money, and shall not make private or personal use of any District money.

(Prior Code, ' 5-1.04)

' 5-1.05 SPECIAL ASSESSMENT FUNDS.

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All monies received on any special assessment shall be held by the Treasurer as a special fund to be applied only to the payment of the improvement, or bonds and vouchers issued therefor, together with interest thereon, for which the assessment was made, and said money shall be used for no other purpose, unless to reimburse the District for the money expended for such improvement. Payments on bonds or vouchers shall be made in accordance with the statutes, and the Treasurer shall keep his or her books and accounts in such a manner so that proper prorrations in payments of principal and interest can be made and ascertained.

(Prior Code, ' 5-1.05)

' 5-1.06 WARRANTS - TRANSFER OF FUNDS.

Except as specified below, all warrants drawn by the Treasurer must be signed by any two of the following: the President, the District Clerk or the Vice President of the District; stating the particular fund or appropriation to which the same is chargeable, and the person to whom payable; and no money shall be otherwise paid except as may be provided by statute. Money shall not be transferred by the Treasurer from one fund to another, after it has been received by him or her, nor appropriated to any other purpose other than that for which it has been collected or paid, except as may be ordered by the District President and Board of Trustees in manner and form prescribed by statute.

(Prior Code, ' 5-1.06)

' 5-1.07 WARRANTS - PAYROLL AND INTERIM EXPENSES - SPECIAL POWERS.

The Treasurer and Executive Director of the District, or one of them and one Trustee, shall be authorized to sign, on behalf of the District, deferred payment lien agreements, drain layer licenses. (However, no drain layer license shall be signed until the Attorney for the District has approved the surety bond.) The Board may authorize the establishment of an impressed payroll account. The checks for said account shall bear the signatures of any two of the following persons: any Trustee, Treasurer, Executive Director and Plant Superintendent.

(Prior Code, ' 5-1.07)

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