

## **Chapter 2.20 – TREASURER <sup>1</sup>**

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### **2.20.010 Appointment and term of office.**

The treasurer shall be appointed by the mayor, subject to the approval of the council. He shall hold office for the duration of his appointment unless sooner removed by the mayor, with the concurrence of the council, or until he shall be removed for failure to render accounts, pursuant to Section 50-208, Idaho Code. (Ord. 1975-5 §6, 1975: Prior code §1-13-1).

### **2.20.020 Powers and duties.**

In all cases where the duty is not expressly charged to any other department or office, the treasurer shall act to promote, secure and preserve the financial and property interests of the municipality. He shall safely keep in designated depositories all funds belonging to the municipality and all other securities in safety deposit boxes of an approved institution designated by the governing body. (Prior code §1-13-2).

### **2.20.030 Moneys–Accounting required.**

The treasurer shall keep in proper books a full and accurate account of all the moneys received and disbursed by him in behalf of the municipality, specifying the time of receipt and disbursement, from whom received and to whom disbursed, and on what account received and disbursed, and how paid. (Prior code §1-13-3).

### **2.20.040 Moneys–Receipt, custody and disbursal.**

The treasurer shall receive and have custody of all moneys paid to the municipality and shall disburse moneys upon the official warrant of the municipality when so ordered by the governing body. (Prior code §1-13-4).

### **2.20.050 Moneys–Collection authority.**

The treasurer shall demand and receive all moneys and fees owing to the municipality whenever any person is indebted to the municipality in any manner, and the means of collection of such debt is not otherwise provided for by law. When any claim shall not be collectible by other methods, he shall report the same to the attorney for prosecution. (Prior code §1-13-5).

**2.20.060 Warrants–Payment method.**

Warrants shall be paid by the treasurer from funds available in the order in which the warrants are presented for payment. When a warrant is presented for payment and no funds are available the treasurer shall plainly mark the warrant "Not Paid for Want of Funds" and enter the same in a book maintained for such purpose which shall be known as the "Warrant Register." Such warrants shall bear interest at the rate of seven percent per year from the date of presentation until paid.

Warrants shall be called for payment in the order in which they were presented whenever sufficient funds are available to the treasurer to make such payment. (Prior code §1-13-6).

**2.20.070 Warrants–Cancellation procedure.**

The treasurer shall cancel all warrants and other evidence of debt against the municipality, whenever paid by him, by writing or stamping across the face thereof the words "Paid By The Treasurer" with the date of payment written or stamped thereon. These warrants and evidences of debt, so cancelled, shall be delivered immediately to the clerk. (Prior code §1-13-7).

**2.20.080 Monthly report–Contents required.**

The treasurer shall make a detailed report to the governing body during the first week of each month showing the business of his office during the month preceding, showing the balance on hand to the credit of the different funds, the amounts received during the month, and on what account, together with such other information as may be required by the governing body. (Prior code §1-13-8).

**2.20.090 Quarterly statement–Contents– Publication required.**

The treasurer shall cause to be published for at least one insertion to a newspaper of general circulation in the municipality a full statement of the receipts and expenditures of the municipality, showing sources of revenue and disposition of funds. This quarterly report shall be published before the third Monday of the months of May, August, November and February. (Prior code §1-13-9).

**2.20.100 Successor to receive all records and resources.**

The treasurer shall deliver to his successor in office all materials, records, and resources of the office. (Prior code §113-10)

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(1) For statutory provisions concerning the duties of a city treasurer, see Idaho Code 50-208.