

ORDINANCE NO. 6

An ordinance concerning the duties of the Treasurer.

Be it ordained by the mayor and councilmen of the city of Haven.

Section 1. The city treasurer shall before entering upon the duties of his office take and subscribe an oath of office in the usual form and make and execute a bond in the sum of \$1,000.00 with two or more sureties to be approved by the council conditional for faithful performance of his duties as city treasurer and for the faithful accounting of all monies that may come into his hands by virtue of his office.

Section 2. It shall be the duty of the city treasurer, in addition to other duties prescribed by law, FIRST, to receive and safely keep all monies of the city's which may come into his hands and disburse same only upon orders and warrants legally drawn and signed by the mayor and attested by the clerk under seal of the city.

SECOND, to keep in suitable books to be provided for him by the city a full and accurate account of all monies received and disbursed by him in behalf of the city, specifying the time of receipt and disbursement of the same, from whom and from what source received to whom disbursed and upon what account.

THIRD, to keep a separate account of each fund or appropriation and the debits and credits belonging thereto.

FOURTH, to deliver every person making payment into the treasury, duplicate receipts thereof, specifying the date and amount of such payment and upon what account made.

FIFTH, to render the city council a quarterly report, which shall be verified by affidavit, which shall show each respective account or fund; First - the amount on hand at time of making his last report, Second - all amounts and from what resource received since rendering his last preceding report, Third - all disbursements since rendering his last preceding report, Fourth - the amount on hand at time of making his last report.

Section 3. The city treasurer shall keep his books and accounts in a regular system and such books and accounts shall at all reasonable times be open to the inspection of the mayor, city clerk, city attorney or any committee appointed by the council for that purpose, and treasurer shall submit a statement of his accounts for partial settlement with vouchers on the first regular meeting in January, April, July and October of each year and at the close of the fiscal year he shall submit to the council a statement of his accounts for final settlement for the year and all statements and vouchers shall be preserved in the city clerk's office until such final settlement is made.

Section 4. The city treasurer is hereby expressly prohibited from using either directly or indirectly any monies or orders in his keeping or under his control and custody for his own use or benefit under penalty of immediate removal from his office by the mayor and council.

Section 5. That the city treasurer shall receive, file, and safely keep the bond of the city clerk after same has been approved as provided by law.

Section 6. This ordinance to be in full force and effect from and after its publication.

Approved July 23, 1901

(Attest)

(Signed)

A. L. Hartzler
City Clerk

C. W. Astle
Mayor