



See Ord. #24-2011 Adopted Nov. 28, 2011

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CHAPTER 2: ADMINISTRATION

ARTICLE 10: TOWN TREASURER

2-10-1 Appointment

The Board of Trustees, at its first meeting after each regular election, shall appoint some qualified person as Town Treasurer. In case a vacancy should occur in the office of Treasurer, the Board shall appoint a Treasurer for the unexpired term.

2-10-2 Oath of Bond

Before entering upon the duties of the office, the Town Treasurer shall take an oath or affirmation of office, and furnish a surety bond in the amount of Ten Thousand Dollars (\$10,000), conditioned upon the faithful performance of his duties and that upon vacating office, he will turn over and deliver to his successor all monies, books, papers, property, or things belonging to the Town and remaining in his charge as Treasurer.

2-10-3 Duties

The Town Treasurer shall perform the following duties:

- (A) The Treasurer shall be the official bookkeeper of the Town of Grand Lake, keeping all financial records pertaining to the Town in such a manner as may be prescribed by the Board and the Colorado Revised Statutes. All books and accounts of the Treasurer shall always be subject to inspection by any member of the Board.
- (B) He shall keep a separate account of each fund or appropriation and of the debits and credits belonging thereto.
- (C) He shall receive, record, and deposit all monies paid to the Town in appropriate accounts in one or more eligible public depositories pursuant to the provisions of the Public Deposit Protection Act (C.R.S. 11-10.5-106), as well as in other securities or forms of investments as authorized by either Colorado Revised Statute or resolution. Neither the Treasurer nor other member of the governing body who acts in good faith in approving and designating such depository or investment shall be liable for loss of public funds deposited by the Treasurer by reason of default or insolvency of such depository, or loss on account of such investment.
- (D) He shall prepare all bills, statements, and invoices presented to the Town for payment, and submit a schedule of accounts payable and prepaid to the Board for approval at a regularly scheduled meeting. Upon approval, the Treasurer shall publish the schedule of payments made in a manner allowed by state statute and maintain a file of all bills, statements, and invoices marked "paid" in an appropriate manner.
- (E) He shall prepare a monthly financial report for each fund, including all monies received, all payments made, and the balance of money in each account and for each fund.
- (F) He shall prepare the annual budget for the Town for presentation to and approval by



the Board in accordance with Colorado Revised Statutes budget law.

- (G) He shall prepare all financial statements and documentation required and assist the Town's independent auditors in anticipation of the annual audit in accordance with Colorado Revised Statutes.
- (H) He shall perform all other duties, keep all records, and make all reports that are required by the provisions of this Code or by Colorado Revised Statutes.