

## CHAPTER 8

### VILLAGE TREASURER

#### SECTION:

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**1-8-1: OFFICE CREATED/APPOINTMENT:** There is hereby created the office of Treasurer of the Village.

**Appointment:** The President, at the first regular meeting in the month of May of each year, shall appoint, by and with the advice and consent of the Board of Trustees, some competent citizen of the Village as Treasurer for the ensuing fiscal year. (1963 Code, 3.04)

**1-8-2: OATH, BOND:** The Treasurer, before entering upon the duties of the office, shall take the oath prescribed by law, and shall execute a surety bond to the Village in a penal sum of one hundred thousand dollars (\$100,000.00) conditioned for the faithful performance of the duties of the office and payment of all moneys received by the Treasurer according to law and ordinances. (1963 Code, 3.04; Amd. Ord. 747; 9-16-69)

**1-8-3: MONEY, WARRANTS:** The Treasurer shall receive all moneys belonging to the Village corporation. He shall keep a separate account of each fund or appropriation, and all debits and credits belonging thereto.

**1-8-4: SPECIAL ASSESSMENTS:** All money received by the Treasurer as a special tax or assessment shall be held as a special fund, to be applied to the payment of the improvement for which such special tax or special assessment was made, and the money so received shall be used for no other purpose except to reimburse the Village for money expended for such improvement.

**1-8-5: SEPARATION OF FUNDS:** The Treasurer shall keep all moneys in his hands belonging to the Village separate and distinct at all times from personal moneys or funds, and he is prohibited from using directly or indirectly the Village money in his custody and keeping for personal use or benefit, or that of any other person. Any violation of this provision shall subject the Treasurer to immediate removal from office by the President and Board of Trustees, who may declare the office vacant and appoint a successor for the unexpired portion of term in a manner prescribed for regular appointment.

**1-8-6: REPORTS:** The Treasurer shall prepare for the President and Board of Trustees, as often as required, a full and detailed report of all receipts and expenditures of the corporation, as shown by the books of his office, up to the time of the report. He shall annually between May 1 and May 15 of each year prepare and file with the Clerk a full and detailed report of all receipts and expenditures of all accounts of the office during the preceding fiscal year. The Clerk shall keep the report on file in his office for the inspection of the general public.

**1-8-7: DELINQUENT OFFICERS:** The Treasurer shall report to the President and Board of Trustees any officer authorized to receive money for the use of the Village who fails to make a return of the moneys received by him at the time required by law or ordinance.

**1-8-8: BOOKKEEPING:** The Treasurer shall keep his books and accounts in such manner as to show with accuracy all moneys received and disbursed by him for the Village, stating from whom and on what account received, and to whom and what account paid out, and in such a way that books and accounts may be readily investigated and understood. Such books and accounts and all files and papers of this office shall be at all times open to examination by the President or Board of Trustees. (1963 Code, 3.04)