

**CHAPTER 17**

**TREASURER**

17.01 APPOINTMENT. The Treasurer shall be appointed by the Council for a term of two (2) years.

(Code of Iowa, 1995, Sec. 372.13 [4])

17.02 COMPENSATION. The treasurer shall be paid compensation as determined by the Council. Such compensation shall be paid in equal quarterly installments.

(Code of Iowa, 1995, Sec. 372.13 [4])

17.03 DUTIES OF TREASURER. The duties of the Treasurer shall be as follows:

(Code of Iowa, 1995, Sec. 372.13 [4])

1. Custody of Funds. The Treasurer shall be responsible for the safe custody of all funds of the City in the manner provided by law, and Council direction.
2. Record of Fund. The Treasurer shall keep the record of each fund separate.
3. Record Receipts. The Treasurer shall keep an accurate record of all money or securities received by the Treasurer on behalf of the City and specify the date, from whom, and for what purpose received.
4. Record Disbursements. The Treasurer shall keep an accurate account of all disbursements, money or property, specifying date, to whom, and from what fund paid.
5. Special Assessments. The Treasurer shall keep a separate account of all money received by the Treasurer from special assessments.
6. Deposit Funds in Bank. The Treasurer shall, upon receipt of monies to be held in his custody and belonging to the City, deposit the same in banks selected by the Council in amounts not exceeding monetary limits authorized by the Council.
7. Bank Reconciliation. The Treasurer shall reconcile bank statements with his books and certify monthly to the Council the balance of cash and investments of each fund and amounts received and disbursed.
8. Debt Service. The Treasurer shall keep a register of all bonds outstanding

and record all payments of interest and principal.

9. **Depository Declaration.** The Treasurer shall determine the anticipated level of bank deposits for making the depository declaration to the State Treasurer as required by Code of Iowa, Chapter 453, and shall make such filings and comply with such rules as required by Code of Iowa, Chapters 452A, 452B, and 453.

10. **Other Duties.** The Treasurer shall perform such other duties as specified by the Council by resolution or ordinance.

11. **Reconciliation with Clerk.** The Treasurer shall reconcile the Treasurer's books with the Clerk's records every month.