

## TITLE I – POLICY AND ADMINISTRATION

CHAPTER 21  
CITY TREASURER**21.01 Appointment****21.02 Compensation****21.03 Duties of Treasurer****21.04 Boards and Commissions**

21.01 APPOINTMENT. The City Clerk shall be the Treasurer and perform all functions required of the position of Treasurer.

21.02 COMPENSATION. The Clerk shall receive no additional compensation for performing the duties of the Treasurer.

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

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

1. Custody of Funds. Be responsible for the safe custody of all funds of the City in the manner provided by law, and Council direction.
2. Record of Funds. Keep the record of each fund separate.
3. Record Receipts. 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. Keep an accurate account of all disbursements, money or property, specifying date, to whom, and for what fund paid.
5. Special Assessments. Keep a separate account of all money received by the Treasurer from special assessments.
6. Deposit Funds. Upon receipt of moneys to be held in the Treasurer's custody and belonging to the City, deposit the same in depositories selected by the Council in amounts not exceeding monetary limits authorized by the Council.
7. Reconciliation. Reconcile depository statements with the Treasurer's books and certify monthly to the Council the balance of cash and investments of each fund and amounts received and disbursed.
8. Debt Service. Keep a register of all bonds outstanding and record all payments of interest and principal.
9. Depository Declaration. Determine the anticipated level of deposits for making the depository declaration to the State Treasurer as required by Chapter 453, Code of Iowa.

10. Other Duties. Perform such other duties as specified by the Council by resolution or ordinance.

21.04 BOARDS AND COMMISSIONS. The City Treasurer shall be the Treasurer of the Library Board of Trustees, and pay out all money under control of such board on orders signed by the chair and secretary of such board, but shall receive no additional compensation for such services.