

CHAPTER 16 (Revised 9/7/04)

FISCAL PROCEDURES

Sections:

1. Fiscal year
2. Ordinance required
3. Treasury
4. Checking and savings accounts
5. Responsibilities of officers
6. Insufficient funds in bank account

**Section 1. Fiscal year**

The fiscal year of the City of \_\_\_\_\_ shall begin on the first day of July every year and end on the last day of June in the following calendar year.

**Section 2. Ordinance required**

All moneys spent or received by the city during a fiscal year shall be budgeted for by ordinance.

**Section 3. Treasury**

The treasurer shall be responsible for collection, custody, and disbursement of all city money. The council may combine the office of city clerk with the office of treasurer.

**Section 4. Checking and savings accounts**

- A. All checks drawn on the treasury of the city shall be signed by two elected officials.
- B. City employees shall not be authorized to withdraw funds from city accounts as signatories or otherwise.
- C. All checks, prior to issuance, shall be approved and confirmed to be within budget allowances as prescribed by ordinance.
- D. Operating cash shall be kept in one financial institution to be designated by resolution.
- E. The treasurer shall on a monthly basis review expected incomes, expenditures, and budgets and report to the council any cash balances in excess of 60 days of budgeted city operation. Upon directive of the council such balances above 60 days' budgeted operating costs shall be placed in the following, types of short term or long term, as appropriate, investments:
  1. savings accounts, certificates of deposit, or interest bearing checking accounts at federally chartered savings institutions;
  2. bonds, notes, or other obligations.

**Section 5. Responsibilities of Officers**

The council, as the representatives of the people entrusted with the receipt and expenditure of public moneys, is responsible for reviewing and overseeing city procedures and ensuring that public money is properly received, expended, and accounted for.

The chief administrative officer shall execute the budget as approved by the council and shall ensure that proper accounting procedures are followed. The city staff, under the immediate supervision of the chief administrative officer and under the direction of the city council shall carry out all duties as directed, including day to day administrative supervision of projects

and management and supervision of the city office and office staff..

**Section 6. Insufficient funds in bank account**

No city checks may be written at any time when funds are insufficient.