

## CHAPTER 2

**VILLAGE OFFICERS AND EMPLOYEES****ARTICLE B. VILLAGE TREASURER**

## SECTION:

2-2B-1: Office Created: Appointment

2-2B-2: Duties

2-2B-1: **OFFICE CREATED; APPOINTMENT:** There is hereby created the Office of Village Treasurer, an executive office of the Village.

The Treasurer shall be appointed by the President, with the advice and consent of the Village Board of Trustees. (2002 Code)

2-2B-2: **DUTIES:** The Treasurer shall:

- A. General Duties: Perform such duties as may be prescribed for him by statute or ordinance. He shall receive all money paid to the Village either directly from the person paying it for from the hands of such other officer as may receive it, and he shall pay out only on vouchers or orders properly signed by the Village Clerk and the President.
- B. Deposit of Funds: Deposit the Village funds in such depositories as may be selected from time to time as is provided by statute, and he shall keep the Village money separate and distinct from his own, and shall not intermingle his own money with it or make private or personal use of the Village Funds.
- C. Records Kept: Keep such records showing all money received by him, the source from which it was received, the purpose for which it was received, and the purpose for which it was paid out; and he shall keep a record showing at all times the financial status of the Village.
- D. Books and Accounts: Keep such books and accounts as may be required by the Village Board of Trustees and shall keep them in a manner required by law.
- E. Reports Required: Make monthly reports to the Board of Trustees showing the state of the finances of the Village and the amounts received and spent during the month, which reports shall be filed, and shall make an annual report at the close of the fiscal year with the total amount of all receipts and expenditures of the Village and his transactions during the preceding year. (2002 Code)