CHAPTER 19
CITY TREASURER

19.01 APPOINTMENT. The City Clerk is the Treasurer and performs all functions required
of the position of Treasurer.

19.02 COMPENSATION. The Clerk receives no additional compensation for performing
the duties of the Treasurer.

19.03 DUTIES OF TREASURER. The duties of the Treasurer are 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 Fund. 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 from 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.
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. Other Duties. Perform such other duties as specified by the Council by
resolution or ordinance.

19.04 BOARDS AND COMMISSIONS. The City Treasurer is the Treasurer of the Library
Board, and pays out all money under control of such board on orders signed by the chair and
secretary of such board, but receives no additional compensation for such services.