

CHAPTER 5  
VILLAGE TREASURER

- 1-5-1: Appointment: There is hereby created the office of Village Treasurer, who shall be appointed by the President with the advice and consent of the Board of Trustees. The person so appointed shall serve for one (1) year.
- 1-5-2: Bond: The person appointed as Village Treasurer shall give a bond, before entering upon the duties of his or her office, in the sum required by the Board of Trustees, but such amount shall not be less than that required by statute. This bond shall be conditioned upon the performance of the duties of such office by the Village Treasurer, and shall be conditioned to indemnify the Village for any loss by reason of any neglect of duty or any act of the Village Treasurer.
- 1-5-3: General Duties: The Village Treasurer shall perform such duties as may be prescribed for him or her by statute or ordinance, as well as such additional duties as may be assigned by the Village President and by the Board of Trustees. The duties of the Village Treasurer shall include, but not be limited to, keeping office hours at the Village Hall at least five (5) hours per week and during said time period keeping the Village Hall open to the public and providing clerical services as the Village may require during said hours. The person appointed as Village Treasurer shall receive all money paid into the Village whether directly from the person paying the money or from the hands of such other officer or employees as may receive it, and he or she shall pay out money only on vouchers or orders approved by the Board of Trustees. All checks shall be signed by both the Village President and Village Treasurer.
- 1-5-4: Deposit of Funds: The Village Treasurer shall deposit the Village funds in such depositories as may be selected from time to time as provided by law, and the Village Treasurer shall keep the deposit of the Village money separate and distinct from his or her own money, and shall not make private or personal use of any Village money.
- 1-5-5: Records: The Village Treasurer shall keep records showing all money received by him or her showing the source from which it is received and the purpose for which it is paid, and the Village Treasurer shall keep records at all times showing the financial status of the Village.
- 1-5-6: Accounting: The Village Treasurer shall keep such books and accounts as required by statute or ordinance, and the Village Treasurer shall keep them in the manner required by the Board of Trustees.
- 1-5-7: Special Assessment Funds: All monies received on any special assessment shall be held by the Village Treasurer as a special fund to be applied only to the payment of the improvement, or bonds and vouchers issued therefor, together with interest thereon, for which the assessment was made, and said money shall be used for no other purpose, unless to reimburse the Village for money expended for such improvement.

Payment on bonds or vouchers shall be made in accordance with the statutes and the law and the Village Treasurer shall keep books and accounts in such manner that proper portions in payments of principal and interest can be made and ascertained.

- 1-5-8: Warrants; Transfer of Funds: Money shall not be transferred by the Village Treasurer from one fund to another, after it has been received by him or her, nor appropriated to any other purpose than that for which it has been collected or paid, except as may be ordered by the President and Board of Trustees in manner and form prescribed by statute.
- 1-5-9: Compensation of Village Treasurer: Effective until this Section is amended or repealed, the compensation of the Village Treasurer shall be Twelve and 50/100's Dollars (\$12.50) per hour. The Village Treasurer shall not be compensated for, nor shall he or she be required to work on holidays when the Village Hall is closed.