

Second Class Cities, Fiscal Office, Duties

IC 36-4-10-5

Sec 5 (a) This applies to second class cities.

(b) The head of the city department of finance, the fiscal officer, duties include:

- (1) Direct reports and accounts being submitted to the department
- (2) Authorize city treasury
- (3) Audit all city accounts and trusts
- (4) Keep separate accounts for each city department stating amount drawn, unpaid contracts, and balance remaining.
- (5) At the end of the year, report under oath to the city legislative body a pamphlet showing revenue, revenue sources, receipts, and expenditures.
- (6) Maintain records and turn them over to the financial officer's successor
- (7) Perform duties concerning negotiations of city bonds, notes, and warrants
- (8) Keep record of these bonds along with transfers of these bonds
- (9) Manage finances and accounts of the city and make investments of the city's money
- (10) Issues city licenses with payment of license fees
- (11) Collect fees
- (12) Pay the city treasury once per week and document all fees and other money collected
- (13) Issue payroll and account forms for all offices
- (14) Set the manner in which salaries should be taken out
- (15) Set how creditors, officers, and employees shall be paid
- (16) All salaries are paid by month, unless the legislative body established otherwise
- (17) Notify the city executive if any city officer fails to collect money due to the city or pay money into the treasury
- (18) Lay out warrants on the city treasury for miscellaneous expenditures not under the direction of a department and not fixed by statute.