

Attachment "2"
Statutory Duties, Finance Category & Actual Task Performance

Statutory Duties	Finance Category	Actual Responsible Party
<p>The city treasurer shall make withdrawals from such a fund only on order signed by the proper department head and for the following purposes:</p> <p>(a) Making a refund of bail, which has been exonerated, or other refundable deposits.</p> <p style="text-align: center;">Cal. Gov't Code § 36524</p>	Accounting	Director of Finance
<p>(b) Revolving fund advances authorized by the city council.</p> <p style="text-align: center;">Cal. Gov't Code § 36524</p>	Accounting	Director of Finance
<p>(c) Correction of clerical or ministerial errors in the receipt of payments to the city.</p> <p style="text-align: center;">Cal. Gov't Code § 36524</p>	Accounting	Director of Finance
<p>(d) Making settlements with city funds at the end of each calendar month for collections accumulated during the month.</p> <p style="text-align: center;">Cal. Gov't Code § 36524</p>	Accounting	Director of Finance
<p>The city treasurer shall comply with all laws governing the deposit and securing of public funds and the handling of trust funds in his or her possession.</p> <p style="text-align: center;">Cal. Gov't Code § 41002(a)</p>	Accounting	Director of Finance
<p>If the city has issued bonds, the city treasurer shall use a system of accounting and auditing that adheres to generally accepted accounting principles.</p> <p style="text-align: center;">Cal. Gov't Code § 41002(b)</p>	Investments	Treasurer Section in Department of Finance
<p>The city treasurer shall pay out money only on warrants signed by legally designated persons.</p> <p style="text-align: center;">Cal. Gov't Code § 41003</p>	Accounting	Director of Finance
<p>Regularly, at least once each month, the city treasurer shall submit to the city clerk a written report and accounting of all receipts, disbursements, and fund balances. The city treasurer shall file a copy with the legislative body.</p> <p style="text-align: center;">Cal. Gov't Code § 41004</p>	Accounting	Not currently completed ¹

¹ The City has a pending Request for Proposals that will address improved financial reporting capabilities that would allow the Director of Finance to complete this task.

Attachment "2"
Statutory Duties, Finance Category & Actual Task Performance

Statutory Duties	Finance Category	Actual Responsible Party
<p>The city treasurer shall perform such duties relative to the collection of city taxes and license fees as are prescribed by ordinance.</p> <p style="text-align: center;">Cal. Gov't Code § 41005</p>	Accounting	Director of Finance
<p>Duties and responsibilities</p> <p>In addition to those functions, duties, and responsibilities mandated by state law and herein, the treasurer shall in accordance with all applicable provisions of state law governing the duties and responsibilities of the treasurer with respect to the handling of city funds:</p> <p>(1) Receive directly or through other departments of the city all monies collected by or on behalf of the city and hold same by deposit or investment.</p> <p style="text-align: center;">EMC Sec. 2-96.3</p>	Accounting	Director of Finance
<p>(2) Make disbursements for expenditures authorized by the city council.</p> <p style="text-align: center;">EMC Sec. 2-96.3</p>	Accounting	Director of Finance
<p>(3) Perform all other functions necessarily incidental to the proper fulfillment of the treasurer's duties and responsibilities. Nothing in this section shall relieve the city council from its fiduciary responsibility with respect to city funds, for which both the city treasurer and city council shall be held accountable.</p> <p style="text-align: center;">EMC Sec. 2-96.3</p>	Not Specified	Catch all provision that could be performed by the City Treasurer or the Director of Finance