

**ORDINANCE NUMBER: 2026-01**

**AN ORDINANCE AMENDING TITLE I ADMINISTRATION, CHAPTER 6, VILLAGE OFFICERS AND EMPLOYEES, ARTICLE , VILLAGE TREASURER, SECTION 1-6B-1, DUTIES OF THE TREASURER OF THE CODE OF ORDINANCES FOR THE VILLAGE OF POPLAR GROVE**

**WHEREAS**, the Village of Poplar Grove (“Village”) had adopted a Code of Ordinances (“Code”); and

**WHEREAS**, the Village wishes to amend Title I “Administration”, Chapter 6 “Village Officers And Employees”, Article B. “Village Treasurer”, Section 1-6B-1 “Duties Of The Treasurer” of the Code; and

**WHEREAS**, the Village has determined that it is in the best interest of the Village and its citizens to approve amendments to the Chapter of the Code regarding the duties of the Village Treasurer.

**NOW THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.
2. Section 1-6B-1 of Chapter 6 Village Officers and Employees of Title I Administration, of the Code of Ordinances for the Village of Poplar Grove, shall and hereby is amended, in relevant part, as follows (deletions shown as ~~striketroughs~~ and new language as **bold and underlined**):

**1- 1-6B-1. - DUTIES OF TREASURER.**

The duties of the Village Treasurer shall include, without limitation, those required by state statute and also include the following.

A. Be in charge of that portion of their office which they are statutorily required to perform by the Illinois Compiled Statutes. The Village Treasurer shall be supervised by the Village President and report directly to the Village President and Board regarding the administration of the office;

B. Receive all money paid to the Village **from the Collector** ~~either directly from the person paying the money~~ or from the hands of any Officer or employee who may receive it or a validated deposit slip or duplicate thereof from the Village Clerk, ~~or Deputy Clerk,~~ **or Collector** indicating the source, date, **and/or** amount of deposit, ~~and shall pay out money only after the Board has approved payment of such amounts according to regular Village billing approval procedures;~~

C. Keep the records showing all money received by such person, showing the source from which it was received, and the purpose for which it was paid. The Village Treasurer shall keep records at all times showing the financial status of the Village;

D. Keep such books and accounts as may be required by state law, this Code or other Ordinances of the Village, and shall keep them in a manner as required by the Board. The Village Treasurer shall be competent with current computer software to maintain the various accounts;

~~E. Shall be responsible for purchase orders and bill payments;~~

~~F.~~ F. Make monthly reports to the Board showing the state of the finances of the Village ~~and the amounts received and spent during each month.~~ The Village Treasurer shall prepare and file an annual report within six months from the end of each fiscal year with a total of all receipts and expenditures of the Village and transactions conducted by the Village Treasurer during the preceding fiscal year;

~~G.~~ G. Keep a register of all warrants, bonds or other accounts paid by the Village Treasurer and all vouchers as required by state law. The Village Treasurer shall keep a register of payments of all utility bills. ~~Any employee hired or assigned the duties of a billing clerk shall be supervised and report to the Village Treasurer;~~

~~H.~~ H. Shall work with the Village Clerk **and Collector** to ensure proper indexing of all records regularly kept in the custody of the Village Treasurer;

~~I.~~ I. Assist the contracted, independent auditors with the annual Village audits;

~~J.~~ J. Attend ~~the Finance and Public Works Committee meeting~~ **the Board of Trustees meetings**, or any other meeting he is directed to attend by the Village President, to provide a report to the Board, unless excused therefrom;

~~K.~~ K. Assist the Village Officers in creation of the annual budget;

~~L.~~ L. Be responsible for all tasks related to employee payroll including payroll deductions, IMRF, wage garnishments, etc.;

~~M.~~ M. Responsible for all aspects related to the Village's investments, ensure availability of funds for payment of monthly bills, payroll and daily expenses. **Responsible to keep a separate account of each fund or appropriation and the debits and credits belonging to the fund or appropriation.** ~~Pay monthly bond transfers, e~~ Contact banks and secure bids for the investments, manage certificates of deposit, money market accounts and the Illinois Fund;

~~N.~~ N. Attend seminars in accordance with the seminar policy set forth in the employee handbook and this Code.

~~O.~~ O. Other duties as assigned. The Village Treasurer shall perform such other duties as are necessary or required by law, or as may be assigned by the Village President or Village Board, in support of the financial management and operations of the Village.

3. Except as amended by this Ordinance, all other provisions and terms of the Village Code of Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.
4. This Ordinance shall be in full force and effect after its approval, passage and publication in pamphlet form as required by law.

PASSED UPON MOTION BY \_\_\_\_\_

SECONDED BY \_\_\_\_\_

BY ROLL CALL VOTE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026

AS FOLLOWS:

VOTING "AYE": \_\_\_\_\_

\_\_\_\_\_

VOTING "NAY": \_\_\_\_\_

\_\_\_\_\_

ABSENT, ABSTAIN, OTHER \_\_\_\_\_

\_\_\_\_\_

APPROVED \_\_\_\_\_, 2026

\_\_\_\_\_  
PRESIDENT

ATTEST:

\_\_\_\_\_  
VILLAGE CLERK