

Village of Poplar Grove

Ordinance No. 2024-22

An Ordinance Defining THE DUTIES OF THE VILLAGE TREASURER for The Village Of Poplar Grove, Illinois

TITLE 1 ADMINISTRATION – CHAPTER 6 VILLAGE OFFICERS AND EMPLOYEES

WHEREAS, the Village of Poplar Grove, Illinois, recognizes the importance of establishing clear and definitive duties for the office of the Village Treasurer in order to maintain effective financial management, transparency, and accountability within the Village government;

WHEREAS, the Village of Poplar Grove desires to establish guidelines for the Treasurer that ensure equal opportunity for all those within the corporate authority and compliance with applicable laws and regulations;

NOW, THEREFORE, be it ordained by the Village Board of the Village of Poplar Grove that CHAPTER 6 VILLAGE OFFICERS AND EMPLOYEES be amended as follows with redlined additions:

Code -

TITLE I - ADMINISTRATION

CHAPTER 6. VILLAGE OFFICERS AND EMPLOYEES

ARTICLE B. VILLAGE TREASURER

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 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 indicating the source, date, amount of deposit, and shall pay out

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- 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. 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. 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. Shall work with the Village Clerk to ensure proper indexing of all records regularly kept in the custody of the Village Treasurer;
 - I. Assist the contracted, independent auditors with the annual Village audits;
 - J. Attend the Finance and Public Works Committee meeting, or any other meeting he is directed to attend by the Village President, to provide a report to the Board, unless excused therefrom;
 - K. Assist the Village Officers in creation of the annual budget;
 - L. Be responsible for all tasks related to employee payroll including payroll deductions, IMRF, wage garnishments, etc.;
 - M. Responsible for all aspects related to the Village's investments, ensure availability of funds for payment of monthly bills, payroll and daily expenses. Pay monthly bond transfers, contact banks and secure bids for the investments, manage certificates of deposit, money market accounts and the Illinois Fund;
 - N. Attend seminars in accordance with the seminar policy set forth in the employee handbook and this Code.
 - 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.
 - P. The village treasure shall provide monthly expenditure reports to the village board for the village credit cards, that include the monthly statements before paying the charges.
 - Q. The village treasurer shall provide the invoices paid account statements to the village board each month in the treasurer's report.

(Amd. Ord. 2018-01, 4-18-2018)