

## Duties of the Office of Clerk Treasurer

### Major Duties:

1. Tax Rates
2. Assessed Valuation
3. Current 2006 Budget
4. Minutes of Meetings

### Details:

In a third class city, such as Monticello, the elected clerk-treasurer is the head of the department of finance (Indiana Code 36-4-10-4.5). As the city's fiscal officer, the clerk-treasurer has a variety of powers and duties, which include the responsibility to:

- prescribe the form of reports and accounts to be submitted to the department, and inspect and revise the accounts of all other departments;
- prescribe the manner in which creditors, officers and employees shall be paid;
- audit the accounts of the city and submit a report at the end of each fiscal year concerning those accounts;
- maintain separate accounts for each specific item of appropriation made by the council to each department, and require all warrants to state specifically against which of such items the warrant is drawn;
- sign and issue all orders for money upon the city treasury;
- retain charge of all books in his or her department;
- inspect and pay, or refuse to pay under certain conditions, all warrants presented (Indiana Code 5-11-10-1 and Indiana Code 36-4-8-4);
- perform certain tasks in the negotiation and sale of bonds, and keep a register of all bonds of the city when so required, and an account of outstanding bonds or other obligations;
- manage and direct the finance and accounts of the city and make investments of city monies;
- provides the common council with budget estimates, revenue estimates, financial statements and a proposed tax rate;
- collect all fees due to the city fixed by ordinance;
- issue all city licenses and permits; and
- prescribe the payroll and account forms to be used in the departments and offices (Indiana Code 36-4-10-4.5 and 36-4-10-5).

The clerk-treasurer serves as the secretary and record-keeper for the common council and the board of works and safety. As such, the clerk-treasurer has the responsibility to:

- keep records of council proceedings including the recording of all notes, and preserves all papers relating to its business;
- present ordinances, orders, or resolutions to the mayor for approval; prepare and keep an ordinance book;

- have charge of all documents and books entrusted to him or her by statute or ordinance;
- administer oaths, without charging a fee;
- take depositions, without charging a fee;
- serve as a notary, without charging a fee; and
- keep the city seal (IC 36-4-6-9 and IC 36-4-10-4).

The Clerk Treasurer is authorized to appoint deputies and employees, solemnize marriages, hire or contract with competent attorneys or legal research assistants on terms the clerk-treasurer considers appropriate. The office of the clerk treasurer handles insurance and personnel questions.

The clerk-treasurer must have been a resident of the city for a year prior to the election; if he or she ceases to be a city resident, the office is forfeited. The term of office is a four year term with no term limit.