

(Summary Published in The Morning Sun on October 25th, 2013)

ORDINANCE NO. G-1188

AN ORDINANCE amending Section 2-133 of the Pittsburg City Code by removing Division of Community Development as a division of the Department of Finance.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF
PITTSBURG, KANSAS:

Section 1. Section 2-133 of the Pittsburg City Code is amended to read as follows:

Sec. 2-133. Department of Finance.

- (a) The Department of Finance is created for the control and overseeing of all financial operations of the City and shall be under the control and supervision of a Director of Finance.
- (b) The Director of Finance shall keep all accounts of the City in such a way that a full statement of the City finances may be made each month. Expenditures shall be legal only on the basis of appropriations in the budget and on the authority of warrants issued by the Director of Finance, countersigned by the City Manager. In no case shall warrants be issued to exceed the balance in each fund. All monies belonging to the City shall be deposited with responsible banking institutions. The Director of Finance shall oversee all financial operations of the City, including the mechanical preparation and constant surveillance of the annual City budgets at the direction of the City Manager; the billing and collecting of all revenues, including water and sewer revenues; collecting all license taxes and fees; maintaining all necessary accounts, including budget and appropriation accounts; managing funds in the City treasury and maintaining all records of debts and interest requirements; and investing idle funds of the City and serving as central purchasing agent. In addition thereto, he shall supervise all data processing operations and the functions of all other officers and employees in such department.
- (c) It shall be the duty of the Director of Finance to receive and keep all money belonging to the City and to pay out the same on warrants drawn by the Director of Finance and countersigned by the City Manager. All money belonging to the City and received by any officer or agent thereof from collections, fine or any other source whatsoever shall be by such officer or agent deposited with the Director of Finance daily. The Director of Finance is hereby required to deposit all public money which comes into his hands as such Director of Finance in some responsible bank or banks in the City. The Director of Finance shall keep his

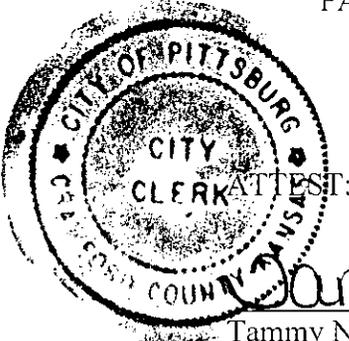
books and accounts in regular systems. Such books and accounts shall at all reasonable times be open to inspection by the City Manager, City Attorney, Board of Commissioners or any other committee duly authorized by the City Manager for the purpose of inspection and the Director of Finance shall prepare quarterly a statement of his accounts. At the close of the fiscal year, he shall prepare a statement of his accounts.

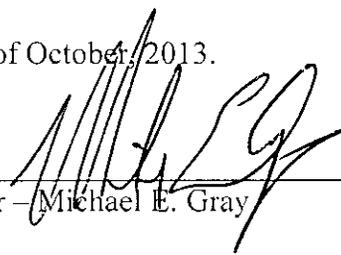
(d) It shall be the duty of the Director of Finance to examine in detail all bills, accounts and claims against the City and, if found correct, sign his name in approval thereof; but if found incorrect, he shall refuse to approve or allow the same. The Director of Finance shall be the general accountant of the City and shall keep all books, regular accounts of all real, personal and mixed property of the City, of all receipts and disbursements of money and, under proper heads, each source of receipt and the cause of each disbursement. The Director of Finance shall keep separate accounts of each and every appropriation made by the Board of Commissioners, showing the date thereof and the purpose for which the claim is made. He shall also keep a separate account with each department of the City and such other accounts as may be necessary to show a complete financial statement of the City, and shall be prepared at every regular meeting of the Board of Commissioners, to give such information concerning the finances of the City as such board may require. The Director of Finance shall, at the end of each month, strike a trial balance of all books, showing a complete and accurate statement of the financial affairs of the City. At the close of the fiscal year, it shall be the duty of the Director of Finance to prepare an annual report according to law. It shall be his duty at least once each month, to examine the books of accounts of all officers of the City charged with the receipt and disbursement of money and, if they are found incorrect, to at once make a report in writing of the same to the City Manager. It shall also be his duty to examine all warrants after appropriation has been duly made by such Board of Commissioners; and, he shall render such other services from time to time as the City Manager may direct or as may be required by law.

(e) Reserved.

Section 2. This Ordinance shall take effect upon publication in the official city paper.

PASSED AND APPROVED this 22nd day of October, 2013.





Mayor - Michael E. Gray



Tammy Nagel - City Clerk