

monthly reports of the same. He shall file all claims and accounts presented against the town, and when the same are passed by the Council make a record of the same and perform such other duties as are imposed upon him by this charter, or by any ordinances or order of the Mayor and Council. He shall receive all money for taxes, water rents, licenses, fines or from other sources, and shall credit each item and shall deposit the same in bank to his credit as town treasurer, and shall require additional security for all deposits in any bank which are in excess of that amount which is insured by any Federal Agency, subject to call of the Mayor and Council; and he shall keep a true and accurate account of the town's finances in well-bound books provided by the corporation and kept exclusively for that purpose, and he shall make monthly reports to the Council of his receipts, disbursements and balances, which shall be recorded in the minutes; and all money so received by the treasurer shall be paid out only upon his check in satisfaction of claims which have been passed and approved by the Council. He shall give bond to the Mayor and Council of Brunswick in the penalty of not less than twenty thousand dollars, to be approved by the Mayor and Council, and conditioned for the good and faithful discharge by him of all the duties appertaining to his said office of town clerk, treasurer, and tax collector of the town of Brunswick imposed upon him by the charter, the ordinances and the requirements of the Mayor and Council; and said bond shall be recorded among the general records of the town and shall be retained in the custody of the Mayor and Council; and his books shall be subject to the inspection of the Mayor and Council, and the Mayor and Council may at any time cause said books to be audited. The failure to approve the bond of the town treasurer, or to record the same as above required, shall not affect the validity of the bond or the liability of any person, persons or body corporate signing the same, and a certified copy of the record may be offered in evidence as well as the original.

(2) He shall hold office for two years from date of his bond herein required or until his successor is appointed and has qualified, and his compensation shall be fixed by the Mayor and Council.

He shall have full power to enforce payment of all taxes levied by the Council, by suit or by sale or otherwise as hereinafter provided, and to convey title to any real or personal property sold by him for non-payment of taxes.

(3) In keeping his accounts, the town clerk and treasurer shall follow the system of bookkeeping established by the City Auditor, and any willful evasion or violation