

*taxes, and water rents which may be due to the city, and to account to and pay over the same under the orders of the Mayor and Council.*

*The Clerk shall attend all meetings of the Mayor and Council and shall keep a record of their proceedings, and shall also be charged with the duty of collecting all other funds which may be due to the city and which are not collected by any other person.*

*The Treasurer under the supervision of the Council shall verify the accounts and records of the Clerk, and shall sign all checks, notes, bonds or other obligations due by the city, under the orders of the Mayor and Council.*

#### **POWERS AND DUTIES:**

*43. Under the supervision of the council and the commissioner of finance and revenue, the clerk and the treasurer shall have authority and shall be required to:*

##### **Clerk:**

*(a) Prepare an annual budget to be submitted by the commissioner of finance and revenue to the council.*

*(b) Maintain a general accounting system for the city in such form as state law or the council may require.*

*(c) Ascertain that all taxable property within the city is assessed for taxation.*

*(d) Collect all special assessments, license fees, liens, and all other revenues (excepting water revenue and taxes of the city), and all other revenue for whose collection the city is responsible, and receive any funds receivable by the city.*

*(e) Do such other things in relation to the fiscal or financial affairs of the city as the commissioner of finance and revenue or the council may require or as may be required elsewhere in this charter.*

##### **Treasurer:**

*(a) Supervise and be responsible for the disbursement of all moneys and have control over all expenditures to assure that budget appropriations are not exceeded.*

*(b) Submit at the end of each fiscal year and at such other times as the council may require, a complete financial report to the council through the commissioner of finance and revenue.*