

Ordinance No. 2001-28

**AN ORDINANCE PERTAINING TO THE OFFICES OF TREASURER AND
CHIEF FISCAL OFFICER, AND AMENDING THE VILLAGE OF CHATHAM
CODE OF ORDINANCES**

*BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE
VILLAGE OF CHATHAM, SANGAMON COUNTY, ILLINOIS, AS FOLLOWS:*

SECTION 1: Section 31.50 of the Village of Chatham Code of Ordinances is amended to state as follows:

31.50 Village Treasurer

There is hereby created the office of Treasurer. Commencing May 1, 2001, the term of office of the Treasurer shall be 4 years, or until a successor is appointed and has qualified. The Treasurer shall be appointed by the Village President with the consent of the Village Board. The Treasurer shall have the duties prescribed in the Illinois Municipal Code, including but not limited to those duties prescribed in Sections 3.1-35-40 through 3.1-35-85. The salary of the Treasurer shall be \$500.00 per month. The Treasurer may be the same person as the Chief Fiscal Officer of the Village.

SECTION 2: Section 31.53 is hereby added to the Village of Chatham Code of Ordinances, to state as follows:

31.53 Chief Fiscal Officer

(A) There is hereby created the office of Chief Fiscal Officer. Commencing May 1, 2001, the term of office of the Chief Fiscal Officer shall be 4 years, or until a successor is appointed and has qualified. The Chief Fiscal Officer shall be appointed by the Village President with the consent of the Village Board. The Chief Fiscal Officer shall exercise

general supervision over all day-to-day financial operations of the Village, and if the Chief Fiscal Officer is not the same person as the Treasurer, the Chief Fiscal Officer shall assist the Treasurer in all of the Treasurer's duties. The Chief Fiscal Officer's specific duties include but are not limited to the following specific following duties:

1. Weekly:

Review budget status reports and give to Accounting Technician to distribute to Department Heads.

2. Bi-Weekly

Review timecards and payroll checks generated by staff, sign payroll checks.

Prepare necessary transfers for biweekly payroll.

3. Semi-monthly

Prepare listing of warrants to be paid for Board approval.

4. Monthly

Supervise and assist in the completion of Bank reconciliations.

Prepare Utility Tax Returns, Sanitary Usage Reports and IMRF Reports.

Review and track investment activity.

Prepare various month-end adjustments.

Transfer funds in accordance with bond ordinances.

5. Quarterly

Prepare payroll tax returns.

Prepare reports required in accordance with Federal COPS Grants.

Prepare quarterly reports for Police Pension Fund.

6. Annual

Assist in the preparation of the budget. Coordinate budget requests of various Department Heads to arrive at Department level Budget.

Prepare the annual estimate of revenues as required by Section 18-50 of the Property Tax Code, 35 ILCS 200/18-50.

Assist in preparation of appropriation and tax levy ordinances.

Assist office personnel in preparation of W-2's, reconcile W-2's to payroll tax returns and complete W-3.

Prepare 1099's.

Review fiscal year end account balances and make appropriate adjustments.

Prepare various audit schedules and assist auditors as needed.

Assist in the preparation of the annual appropriation transfer ordinance.

7. Other

Maintain Fixed Asset Records.

Prepare schedules and reports as requested by the corporate authorities and department heads.

Review supporting documentation for all checks to be disbursed from Village accounts.

Review all checks prior to signature by the Village President and Treasurer, and maintain check register.

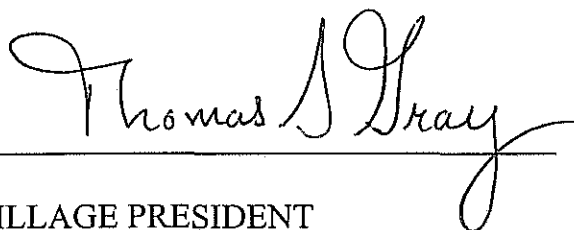
Supervise accounting technician, and consult as needed with office staff regarding utility billing and collection.

(B) The salary of the Chief Fiscal Office shall be \$14,500 per annum through

September 30, 2001 and \$29,000 per annum thereafter. If the Chief Fiscal Officer is the same person as the Treasurer, the salary of the Chief Fiscal Officer shall be paid in addition to the Treasurer's salary.


SECTION 3: This ordinance shall be effective immediately upon its passage and approval. The Clerk shall see to its inclusion in the next update of the Village of Chatham Code of Ordinances.

PASSED this 8 day of MAY, 2001.



VILLAGE PRESIDENT

ATTEST:



Village Clerk

AYES: 5
NAYS: 0
PASSED: 5-8-01
APPROVED: 5-8-01
ABSENT: 1 (Durking)

ORDINANCE CERTIFICATE

STATE OF ILLINOIS)
) SS.
COUNTY OF LOGAN)

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk of the Village of Chatham, Sangamon County, Illinois.

I do further certify that the ordinance attached hereto is a full, true, and exact copy of Ordinance No. 2001-28 adopted by the President and Board of Trustees of said Village on the 8 day of MAY, 2001, said Ordinance being entitled:

AN ORDINANCE PERTAINING TO THE OFFICES OF TREASURER AND CHIEF FISCAL OFFICER, AND AMENDING THE VILLAGE OF CHATHAM CODE OF ORDINANCES

I do further certify that prior to the making of this certificate, the said Ordinance was spread at length upon the permanent records of said Village, where it now appears and remains.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said Village this 8 day of MAY, 2001.



Village Clerk