

Chapter 2.14

CITY CONTROLLER

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2.14.010 Office Created.

The office of City Controller is hereby created. The City Controller shall be an employee of the city in the classified service.

The office of the City Controller shall be a part of the Finance Department and shall be under the charge and supervision of the Finance Director. (Ord. 19815 §3; December 17, 2012: prior Ord. 15382 §1; January 8, 1990: P.C. §2.14.010; Ord. 3489 §27-601; July 6, 1936).

2.14.020 General Accountant.

It shall be the duty of the City Controller to be the general accountant of the city; and as such to receive and preserve all city account books, vouchers, documents, and papers relating to accounts and contracts of the city, its revenue, debt, and fiscal affairs, except where said books, vouchers, or documents are by the general laws of the State of Nebraska, or ordinance, placed in the custody of some other officer. (Ord. 19815 §4; December 17, 2012: prior Ord. 15382 §2; January 8, 1990: P.C. §2.14.020; Ord. 3489 §27-602; July 6, 1936).

2.14.030 Public Monies.

It shall be the duty of the City Controller to keep in proper books the accounts between the city and all city officers charged with the collection or custody of public monies or expenditures or public monies; entering all receipts and payments from what source derived, and on what account paid. (Ord. 19815 §5; December 17, 2012: prior Ord. 15382 §3; January 8, 1990: P.C. §2.14.030; Ord. 3489 §27-603; July 6, 1936).

2.14.040 Record of Revenue.

It shall be the duty of the City Controller to keep a complete record of all branches of the city revenue, opening an account with every fund which by law or ordinance is made a separate fund, crediting the same with all monies paid into the City Treasurer on account thereof, and charging said fund with all appropriations made therefrom, and all warrants drawn thereon. (Ord. 19815 §6; December 17, 2012: prior Ord. 15382 §4; January 8, 1990: P.C. §2.14.040; Ord. 3489 §27-604; July 6, 1936).

2.14.050 Account of Bonds.

It shall be the duty of the City Controller to keep a correct record of all outstanding bonds and obligations of the city, showing for what issued, date of issue, time when principal and interest become due, and the rate of interest. (Ord. 19815 §7; December 17, 2012: prior Ord. 15382 §5; January 8, 1990: P.C. §2.14.050: Ord. 3489 §27-605; July 6, 1936).

2.14.060 Audit all Accounts.

It shall be the duty of the City Controller to examine, audit, and adjust all accounts, claims, and demands for or against the city, first submitting such claims to the director of the department against whose fund the claim is made to be reviewed, and after the same has been duly examined and approved with all accompanying vouchers and documents, to certify the true state of such claim or document. (Ord. 19815 §8; December 17, 2012: prior Ord. 15382 §6; January 8, 1990: P.C. §2.14.060: Ord. 3489 §27-606; July 6, 1936).

2.14.070 Accounts of Contractors.

It shall be the duty of the City Controller to keep a separate account with all contractors for public works, crediting them with the amount of their respective contracts certified by the Department of Public Works and Utilities, and charging them with all sums paid them by the city on account thereof. (Ord. 19815 §9; December 17, 2012: prior Ord. 15382 §7; January 8, 1990: P.C. §2.14.070: Ord. 3489 §27-607; July 6, 1936).

2.14.080 Monthly Balances.

At the close of the last day of each month, the City Controller shall strike a balance on each account. The City Controller shall make available such balance to the council for examination together with all documents relating thereto and warrants and other evidence of debt against the city that have been properly cancelled and returned to the city. (Ord. 19815 §10; December 17, 2012: prior Ord. 15382 §8; January 8, 1990: P.C. §2.14.080: Ord. 3489 §27-608; July 6, 1936).