

CHAPTER 23

BUDGET OFFICER

SECTION:

- 1-23-1: Office Established
- 1-23-2: Appointment
- 1-23-3: Powers and Duties
- 1-23-4: Salary (Rep. by Ord. 84-13, 12-31-84, eff. 5-85)
- 1-23-5: Oath; Bond

1-23-1: **OFFICE ESTABLISHED:** There is hereby established the office of Budget Officer.

1-23-2: **APPOINTMENT:** As allowed by the Illinois Revised Statutes, chapter 24, paragraph 8-2-9.1, the Budget Officer shall be designated by the Mayor with the approval of the Council. (Ord. 74-12, 4-17-74)

The Budget Officer shall be the same person as the City Administrator. (Ord. 84-13, 12-31-84, eff. 5-85)

1-23-3: **POWERS AND DUTIES:** The Budget Officer shall have the following powers and duties:

- (A) Permit and encourage and establish the use of efficient planning, budgeting, auditing, reporting, accounting, and other fiscal management procedures in all Municipal departments, commissions and boards.
- (B) Compile an annual budget in accordance with paragraph 8-2-9.3.
- (C) Examine all books and records of all Municipal departments, commissions and boards which relate to the moneys received by the Municipality, Municipal departments, commissions and boards, and paid out by the Municipality, Municipal department, commissions, and boards, and debts and accounts receivable, amounts owed by or to the Municipality, Municipal departments, commissions and boards.
- (D) Obtain such additional information from the Municipality, Municipal departments, commissions and boards as may be useful to the Budget Officer for purposes of compiling a Municipal budget, such information to be furnished by the Municipality, Municipal departments, commissions and boards in the form required by the Budget Officer. Any department, commission or board which refuses to make such information as is required of it available to the Budget Officer shall not be permitted to make expenditures under any subsequent budget for the Municipality until such Municipal department, commission or board shall comply in full with the request of the Budget Officer.

(E) Establish and maintain such procedures as shall insure that no expenditures are made by the Municipality, Municipal departments, commissions or boards except as authorized by the budget. (Ord.74-12, 4-17-74)

1-23-4: SALARY: (Rep. by Ord. 84-13, 12-31-84, eff. 5-85)

1-23-5: OATH; BOND: The Budget Officer shall take an oath of office as prescribed in Chapter 24, paragraph 3-14-3 of the Illinois Revised Statutes and shall post bond in the amount of one thousand dollars (\$1,000.00). (Ord 74-12, 4-17-74)