

**CHAPTER 147**  
**Municipal Finances**

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**CROSS REFERENCES**

Finances generally - see CHTR. Sec. 32 et seq.

**147.01 RECORD OF ACCOUNTS.**

The Director of Finance shall keep an accurate account of all taxes and assessments, of all money due to, and all receipts and disbursements by, the Municipality, of all its assets and liabilities, and of all appropriations made by the City Commission. The Director of Finance shall audit the accounts of the Municipal departments and officers and shall audit all other accounts in which the City is interested. The Director of Finance may prescribe the form of reports submitted to the Department of Finance and the method of keeping accounts by all other departments. All departments of the City and all boards and agencies responsible to the City shall provide the Director of Finance with a daily account of all Municipal moneys received by such department, board or agency.  
(Ord. 88-319. Passed 5-31-88.)

**147.02 ISSUANCE OF WARRANTS.**

The Director of Finance shall issue all warrants for the payment of money by the City. The City Treasurer shall not disburse any money except upon a warrant issued by the Director of Finance.  
(Ord. 88-319. Passed 5-31-88.)

**147.03 APPROVAL OF OBLIGATIONS.**

The Director of Finance shall examine and approve all contracts, orders and other documents by which the City incurs financial obligations and shall ascertain that moneys are appropriated for such purpose. The Director of Finance shall audit and approve the payment of all bills, invoices, payrolls and other evidences of claims, demands or charges against the City and with the advice of the Director of Law shall determine the regularity, legality and correctness of such claims, demands or charges. (Ord. 88-319. Passed 5-31-88.)

**147.04 COLLECTIONS.**

The Director of Finance shall collect all fees and other obligations owed to the City and promptly transmit them to the City Treasurer for deposit. However, the Director of Finance may, with the concurrence of the City Manager, permit other departments to collect fees and other obligations due to the City and payable through such departments and to promptly transmit them to the City Treasurer for deposit. (Ord. 88-319. Passed 5-31-88.)

**147.05 MONEYS AND SECURITIES.**

The City Treasurer shall have custody of all moneys and securities of the City and shall keep them in a safe place and manner as required by law. (Ord. 88-319. Passed 5-31-88.)

**147.06 TREASURY INVESTMENT BOARD.**

The City Manager, the Director of Finance and the Director of Law shall constitute the Treasury Investment Board as provided in Ohio R.C. 731.57. The Director of Finance shall maintain an account to be known as the Treasury Investment Account, in which the Director of Finance shall enter all transactions relating to the investment of Treasury funds, as is provided in Ohio R.C. 731.56 and 731.57. The Director of Finance shall furnish the City Treasurer such information as is required by Ohio R.C. 731.58. (Ord. 88-319. Passed 5-31-88.)

**147.07 CITY INVESTMENT POLICY.**

Neither the City nor the Treasury Investment Board is required to comply with Ohio R.C. Chapter 135 so long as there is a City investment policy adopted by the City Commission effective for the City. The Director of Finance, the Treasurer and their respective bondsmen or surety are relieved from any liability for the loss of any public moneys invested by them; provided, the investment of the public money is done in compliance with an effective City investment policy adopted by the City Commission. (Ord. 88-319. Passed 5-31-88.)

**147.08 VENDING MACHINE DEPOSITS.**

The Director of Finance shall deposit all proceeds from vending machines situated on City property as follows:

- (a) Proceeds from vending machines in Fire Division facilities are deposited into the General Fund;
- (b) Proceeds from vending machines in the Police Division located in the Public Safety Building are deposited into the General Fund;
- (c) Proceeds from vending machines in City Hall are paid to the Bureau of Services for the Visually Impaired;

- (d) Proceeds from vending machines at Wheldon Park Recreation Center are deposited into the General Fund;
- (e) Proceeds from vending machines in the Municipal Court are deposited in the General Fund;
- (f) Proceeds from vending machines in the Water Treatment Plant are deposited into the Water Revenue Fund;
- (g) Proceeds from vending machines in the Wastewater Treatment Plant are deposited into the Sewer Revenue Fund;
- (h) Proceeds from vending machines in the Public Works Department Garage on Selma Road are deposited into the General Fund;
- (i) Proceeds from vending machines at the Municipal Airport are deposited into the Airport Fund;
- (j) Proceeds from vending machines in Reid Park equipment Barn, Snyder Park Equipment Barn and Pedal Boat Operation are deposited into the Parks and Recreation Fund;
- (k) Proceeds from vending machines in women's restrooms in City Hall and the Municipal Court are deposited into the General Fund.  
(Ord. 00-456. Passed 12-19-00.)

#### **147.09 EARNED INTEREST.**

The Director of Finance may credit the interest earned on moneys received for and on behalf of the City to the General Fund of the City; provided, however, that the Director of Finance shall credit interest earned on moneys derived from trusts or other instruments in accordance with such trusts or other instruments.  
(Ord. 88-319. Passed 5-31-88.)

#### **147.10 FUNDS CONSIDERED APPROPRIATED.**

The following funds are considered appropriated:

- (a) Money borrowed as provided in Ohio R.C. 133.20.
- (b) The proceeds of a bond issue duly authorized as provided in Ohio R.C. 5705.41.
- (c) Grants or loans of money to the City from the U.S. government as provided in Ohio R.C. 5705.42.  
(Ord. 88-319. Passed 5-31-88.)
- (d) Money derived from an annual levy of the Board of Directors of the Conservancy District which has determined, ordered and levied same as provided in Ohio R.C. 6101.61.  
(Ord. 88-319. Passed 5-31-88.)

#### **147.11 AGENCY FUNDS ESTABLISHED.**

The Director of Finance is authorized to establish agency funds to account for assets held by the City as an agent for individuals, private organizations, other political subdivisions and other third party funds held by the City. Agency funds, being of a custodial nature, are recognized by Generally Accepted Accounting Principles (GAAP) as being exempt from the City's formal budgetary accounting requirements and, therefore, do not require appropriation by the City Commission.  
(Ord. 88-319. Passed 5-31-88.)

#### **147.12 GENERAL GRANTS AND LOANS.**

The City Manager is the authorized representative of the City in all matters concerning the execution, submission and processing of all applications for loans or

grants from any State or federal department, agency or authority.  
(Ord. 88-319. Passed 5-31-88.)

#### **147.13 CLAIMS.**

The Director of Law shall not settle any claim unless an appropriation is available for such claim. The Director of Finance may issue a warrant for payment of a claim settled by the Director of Law. The Director of Law shall submit a voucher to the Director of Finance requesting payment for such claim.

The Director of Law shall not settle any claim against the City based on a contract made or purportedly made with the City or any claim in an amount in excess of five hundred dollars (\$500.00) without first obtaining specific authorization to settle such claim from the City Commission.  
(Ord. 88-319. Passed 5-31-88.)

#### **147.14 BAD DEBT.**

The Director of Finance, with the concurrence of the City Manager and also of the Director of Law or Deputy Law Director, may determine that a financial obligation owed to the City is uncollectable and may delete such obligation from the City's current accounts. In determining that an obligation is uncollectable, the Director of Finance shall adhere to the Generally Accepted Accounting Principles (GAAP) for governmental entities and other applicable legal and accounting requirements.  
(Ord. 06-11. Passed 1-17-06.)

#### **147.15 CHARGE FOR BAD CHECKS.**

There shall be a charge of twenty-five dollars (\$25.00) for each check, draft, money order or the like, which is made payable to the City as payment for any tax, fee, charge, license or renewal thereof, permit or renewal thereof, assessment, rent, sale of City property or Municipal Court restitution, which is properly refused for payment to the City. Such twenty-five dollar (\$25.00) charge shall be levied and collected against the maker or drawer of such check, draft, money order or the like.  
(Ord. 92-308. Passed 10-13-92.)

#### **147.16 UTILITY FUNDS.**

The Director of Finance is hereby directed to apply moneys collected from or on behalf of owners, as that term is defined in Chapters 911 and 917 of the City's Codified Ordinances, first to charges levied pursuant to Chapter 911 and finally to charges levied pursuant to Chapter 917. When such utility charges are not paid when due, the Director of Finance may pursue collection of such utility charges pursuant to the procedure described in Ohio R.C. 743.04(A).  
(Ord. 88-91. Passed 2-23-88.)