

AN ORDINANCE ENACTING ARTICLES 136.01, 136.02, 136.03, 136.04, 136.05, AND 136.06 OF THE CODE OF THE TOWN OF STAR CITY, AS AUTHORIZED BY WEST VIRGINIA CODE 8-12-5(45), REGARDING THE TRANSACTION OF BUSINESS OF THE TOWN.

AN ORDINANCE to amend certain portions of Article 135 of the Town of Star City, West Virginia.

WHEREAS, West Virginia Code Section 8-12-5(45) authorizes the governing body to regulate the transaction of Town business; and,

WHEREAS, the Council finds that the conduct of Town business will be improved by certain amendments to the Town Code establishing a Department of Finance and a Finance Director.

NOW THEREFORE, the Town of Star City Code is amended and reenacted as follows:

ARTICLE 136 - Director of Finance

- 136.01 Department established; appointment of Director.
- 136.02 Powers and duties of Director.
- 136.03 Accounting supervision and control.
- 136.04 Collection of fines and fees.
- 136.05 Accounting control of purchases.
- 136.06 Salary.

136.01 DEPARTMENT ESTABLISHED; APPOINTMENT OF DIRECTOR.

There shall be a Department of Finance, the head of which shall be the Director of Finance, who shall be appointed by the Mayor with the advice and consent of Council, and who shall serve as chief financial advisor to Council and the Mayor. The Director shall have knowledge of municipal accounting and taxation and shall have had experience in budgeting and financial control and shall give bond in at least the sum of fifty thousand dollars (\$50,000) conditioned according to law.

136.02 POWERS AND DUTIES OF DIRECTOR.

The Director of Finance shall have authority and shall be required to:

(a) Supervise and be responsible for the disbursement of all moneys and expenditures to ensure that budget appropriations are not exceeded;

(b) Maintain a general accounting system for the Town and each of its offices, departments and agencies; keep books for and exercise financial budgetary control over each officer, department and agency; keep separate accounts for the items of appropriation contained in the Town budget, each of which accounts shall show the amount of the appropriation, the amounts paid therefrom, the unpaid obligations against it and the unencumbered balance; and require reports of receipts and disbursements from each office, department and agency of the Town to be made daily or at such intervals as he/she may deem expedient;

and City Attorney, determine the regularity, legality and correctness of such claims, demands or charges; and

(d) Inspect and audit any accounts or records of financial transactions which may be maintained in any office, department or agency of the Mayor apart from or subsidiary to the accounts kept in his/her office.

136.04 COLLECTION OF FINES AND FEES.

All fines and fees received by any officer or employee which belongs to the Town shall be paid daily to the Department of Finance.

136.05 ACCOUNTING CONTROL OF PURCHASES.

All purchases made and contracts executed by the Town shall be pursuant to a written requisition to the Department of Finance from the head of the office, department or agency whose appropriation will be charged, and no contract or order shall be issued to any vendor unless and until the Director of Finance certifies that there is to the credit of such office, department or agency a sufficient unencumbered appropriation balance to pay for the supplies, materials, equipment or contractual services for which the contract or order is to be issued.

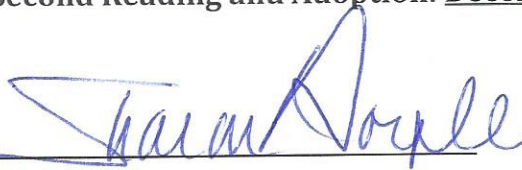
136.06 SALARY.

The salary for the Director of Finance will be set by the Town Council.


This ordinance becomes effective upon passage.

First Reading: November 21, 2023

Second Reading and Adoption: December 5, 2023



Mayor



Official - Town Recorder