

ORDINANCE NO. 1044

AN ORDINANCE OF THE CITY OF REDLANDS CREATING AND ESTABLISHING THE OFFICE OF DIRECTOR OF FINANCE, AND CREATING A DEPARTMENT OF FINANCE FOR THE CITY OF REDLANDS.

The City Council of the City of Redlands does ordain as follows:

SECTION I: The office of Director of Finance of the City of Redlands is hereby established. This office shall be appointive; the Director of Finance shall be appointed by the City Manager with the approval of the City Council. The Director of Finance shall execute and deposit with the City of Redlands a fidelity bond in the sum of \$5,000.00.

SECTION II: The Director of Finance shall perform the following duties:

- (a) Direct and maintain the accounting and auditing activities for the City government and each of its offices, departments and agencies;
- (b) Plan and supervise the City's accounting systems;
- (c) Supervise and be responsible for the disbursement of all public monies and have control over all expenditures to insure that budget appropriations are not exceeded;
- (d) Prepare annually for the City Manager a proposed budget of the City for the ensuing fiscal year;
- (e) Require reports of the receipts and disbursements from each receiving and expending agency of the City government to be made daily or at such intervals as he may require;
- (f) Submit to the City Manager a monthly statement of all receipts and disbursements in sufficient detail to show the exact financial condition of the City; and submit to the City Manager, as of the end of each fiscal year, a complete financial statement and report for the preceding year;
- (g) Supervise the keeping of current inventories of all property of the City;
- (h) Estimate, plan and program the City's financial activities;
- (i) Procure materials, supplies and services for the City;
- (j) Perform such other duties as imposed by ordinance or resolution of the City Council, or as the City Manager may direct.