

CITY OF SAN ANSELMO

ORDINANCE NO. 427

*Conform
Copies*

AN ORDINANCE PURSUANT TO SECTION 36522 OF THE GOVERNMENT
CODE PROVIDING FOR THE ORDERLY AND SYSTEMATIC RECEIPT AND
DEPOSIT OF PUBLIC FUNDS.

The City Council of the City of San Anselmo do
ordain as follows:

SECTION 1. Any officer or employee collecting or
receiving any money, in any form, belonging to, or for use
of the City of San Anselmo shall deposit same immediately
in the treasury in the following manner only:

- (a) All such money collected or received by the
City Manager, Tax Collector, License Collector,
Superintendent of Streets, Building Inspector,
Electrical Inspector, Chief of Police or other
officer or employee of the City shall be
deposited daily with the City Clerk, Deputy Clerk,
Comptroller or other employee authorized to
receive such funds.
- (b) The City Clerk, Deputy Clerk, or Comptroller shall
thereupon deposit all such money received or
collected, belonging to, or for the use of the
City of San Anselmo with the City Treasurer of said
City in the following manner only:

-)1) Such money shall be ^{*itemized*} ~~segregated~~, by the
person making the delivery thereof to the
treasurer, according to the specific fund
to which deposit ^{*shall be made as follows:*} ~~shall be made~~. Each such
^{*itemized*} ~~segregated~~ delivery shall be accompanied by
a fully completed bank deposit form in
triplicate. The person making such delivery
of funds shall deliver the money to the
Treasurer with a serially numbered Treasurer's
Receipt form which shall have indicated thereon

7

the total money delivered and the precise fund or funds to which the money is to be deposited. The Treasurer shall receipt such Receipt form by signing the same. Should any money be deposited direct into any fund without first going through the hands of the Treasurer then in such event the Treasurer shall sign a Treasurer's Receipt form upon receipt of a duplicate Bank Deposit slip.

(2) If such daily receipt of money received or collected belonging to, or for the use of the City does not exceed Two Hundred (\$200.00) Dollars it need not be deposited with the City Treasurer more often than once weekly; If such daily receipt exceeds Two Hundred (\$200.00) Dollars but does not exceed Five Hundred (\$500.00) Dollars the same shall be deposited with the City Treasurer twice each week; If such daily receipt exceeds Five Hundred (\$500.00) Dollars the same shall be deposited with the City Treasurer daily.

(3) Once each calendar month, on such dates as the City Treasurer shall prescribe, The City Clerk, Deputy Clerk or Comptroller or other officer or employee authorized to disburse any funds of the City of San Anselmo, or to prepare warrants for the City Council to disburse such funds, shall provide the City Treasurer with a typewritten list of all such check disbursements, or warrants approved by the

City Council for disbursement of such funds, by showing thereon the number of each check or warrant, the payee, the amount payable and the fund from which such check or warrant is authorized to be paid.

SECTION 2. It is hereby declared that this ordinance is an emergency matter and should take effect immediately for the best interests of the City and for the general welfare of the residents and taxpayers of the City. That a statement constituting the emergency is as follows: A new City Treasurer has been appointed and it is found that no ordinance exists pursuant to Section 36522 of the Government Code and accordingly no precise manner of handling public funds has been established other than by practice and custom. That delay in setting up an orderly system of handling and depositing public funds to specific accounts will be contrary to the best welfare of the City; that this ordinance should take effect immediately upon final passage to permit an immediate change in the handling and accounting of public funds.

SECTION 3. This ordinance shall take effect immediately upon final passage.

SECTION 4. This ordinance shall be published ^{within fifteen (15) days of its final passage} once in the "Ross Valley Times," a weekly newspaper of general circulation published in the City of San Anselmo, which newspaper is hereby designated for that purpose.

The above and foregoing ordinance No. 427 was read and introduced ^{and passed at} an adjourned meeting of the City Council of the City of San Anselmo, held on Tuesday the 17th day of September, 1957, and ~~was thereafter at~~ ~~meeting of said City Council, held in the~~ ~~City of San Anselmo on the~~ ~~day of~~, 1957,

duly passed and adopted by the following vote:

AYES: *Ball, Martin, Cullen, Henning, Smith*

NOES: *none*

ABSENT: *none*

ARTHUR W. SMITH,
MAYOR OF THE CITY OF
SAN ANSELMO

ATTEST:

Ante Gannon

CLERK.