

Title 3

REVENUE AND FINANCE

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Chapter 3.04

APPROPRIATIONS, EXPENDITURES AND ACCOUNTS

Sections:

- 3.04.010** Accounting of receipts.
- 3.04.020** Expenditures—Appropriation required.
- 3.04.030** Expenditures—Annual departmental estimates.
- 3.04.040** Annual report of departmental expenses.

3.04.010 Accounting of receipts.

The several boards and City officers, who shall in their official capacity receive any money whether for payment of fees, services or otherwise, shall keep a detailed record of all money so received, and the purposes for which the money was paid, which book shall at all times be open to the inspection of the Committee of Finance, and all boards and City officers shall pay to the Treasurer weekly all money so received. All such boards and City officers shall, before making such payment, make a true return to the Auditor, stating the account upon which such moneys were received. All other persons, who shall at any time have money in their possession belonging to the City, shall forthwith pay the same to the Treasurer. (Prior code § 2-178)

3.04.020 Expenditures—Appropriation required.

No board or officer in charge of a department shall, unless specially authorized thereto by statute, make any expenditure or incur any liability on behalf of the City for any purpose until an

appropriation sufficient to meet such expenditure or liability together with all other expenditures and liabilities which he or it proposes to make, and which are properly chargeable to the same appropriation, has been made therefor; nor shall he or it exceed any specific appropriation made for his department, nor shall any officer or member of a board, unless thereto authorized by the City Manager or City Council, apply for, object to, or advocate before the Legislature any special act relating to the City. (Prior code § 2-187)

3.04.030 Expenditures—Annual departmental estimates.

Every board or officer in charge of a department shall, annually, during May, send to the City Manager an estimate in detail of the appropriations which will be required to enable the department to perform its duties and works during the next financial year and also an estimate of all income to be received from any source by the department during the year. (Ord. 1047 (part), 1987; prior code § 2-189)

3.04.040 Annual report of departmental expenses.

All boards or officers in charge of departments, except the City Auditor, shall present to the City Manager annually, on or before July 10th, a departmental report showing in detail the expenses of the departments, the material and other property on hand, and an account of the work performed, and any other facts and recommendations which may be deemed advisable. The City Auditor shall present his annual report to the City Manager during the month of July. (Ord. 1047 (part), 1987; prior code § 2-190)

Chapter 3.08

BRIDGE CHARITABLE FUND

Sections:

- 3.08.010 Designated—Disposition of revenues.**
- 3.08.020 Trustees—Designated.**
- 3.08.030 Trustees—Investment policy.**
- 3.08.040 Annual reporting requirements.**

3.08.010 Designated—Disposition of revenues.

The fund given to the City by the late Levi Bridge shall be called the "Bridge Charitable Fund," and the income therefrom shall be applied in accordance with the provisions of his deed of trust. (Prior code § 2-207)

3.08.020 Trustees—Designated.

The Mayor, the City Manager and the Director of Finance shall be Trustees of the Fund. (Prior code § 2-208)

3.08.030 Trustees—Investment policy.

The Trustees shall have the care and management of the fund and shall keep the same invested in such manner as they deem expedient. (Prior code § 2-209)

3.08.040 Annual reporting requirements.

The Mayor shall be, ex officio, Chairman of the Board of Trustees. The Trustees shall keep a record of their activities and, at the close of each financial year, make a report thereto to the City Council. (Prior code § 2-210)

Chapter 3.12**SANDERS TEMPERANCE FUND****Sections:**

- 3.12.010 Designated.**
- 3.12.020 Trustees—Designated.**
- 3.12.030 Trustees—Duties.**
- 3.12.040 Annual reporting requirements.**

3.12.010 Designated.

The ten thousand dollars given to the City by the will of the late Charles Sanders shall be called the "Sanders Temperance Fund." (Prior code § 2-211)

3.12.020 Trustees—Designated.

The Mayor, the City Manager and the City Clerk shall be Trustees of the Fund. (Prior code § 2-212)

3.12.030 Trustees—Duties.

The Trustees shall have the care and management of the fund and shall keep the same invested in notes of the City, with interest payable quarterly, at six percent. They shall appoint an agent to be employed in the manner provided in the will of the donor of the Fund, who shall receive his salary in equal quarterly payments from the Trustees, and shall hold his office at their pleasure. (Prior code § 2-213)

3.12.040 Annual reporting requirements.

The Mayor shall be, ex officio, Chairman of the Board of Trustees. The Trustees shall keep a record of their activities, and at the close of each financial year, make a report thereof to the City Council. (Prior code § 2-214)

Chapter 3.16

BULLOCK FUND

Sections:

- 3.16.010** Designated.
- 3.16.020** Board of Trustees—Appointment.
- 3.16.030** Administration and management.
- 3.16.040** Income—Receipt and expenditure.
- 3.16.050** Income—Payments.
- 3.16.060** Approval of bills by City Auditor.
- 3.16.070** Annual reporting requirements.

3.16.010 Designated.

The fund given to the City by the late Charles Bullock of Arlington, Middlesex County, Massachusetts, shall be called the "Bullock Fund," and the income therefrom shall be applied in accordance with the provisions of his last will and testament. (Prior code § 2-215)

3.16.020 Board of Trustees—Appointment.

The administration of such part of the income of the Bullock Fund as may be paid by the Trustees under the will of Charles Bullock shall be vested in a board of three Trustees. The City Manager shall, annually in the month of May, appoint one Trustee for the term of three years to begin June 1st. (Prior code § 2-216)

3.16.030 Administration and management.

The Trustees shall have the care and management of the income of the Fund, and shall expend the same in accordance with the will of Charles Bullock and shall have full power to do all things which, in their judgment may be necessary to carry out the purpose and intention of the will establishing the Fund. (Prior code § 2-217)

3.16.040 Income—Receipt and expenditure.

The Trustees shall have the authority for and in behalf of the City to receive the income and to expend the same as provided in this chapter. (Prior code § 2-218)

3.16.050 Income—Payments.

All payments of income from the Bullock Fund by the Trustees shall be made to the City Treasurer and shall be paid by him on warrants signed by a majority of the Trustees. (Prior code § 2-219)

3.16.060 Approval of bills by City Auditor.

The City Auditor shall receive, verify and approve all bills of the Trustees and their employees. (Prior code § 2-220)

3.16.070 Annual reporting requirements.

The Mayor shall be ex officio Chairman of the Board and shall keep a record of their activities and at the close of each financial year make a report thereof to the City Council. (Prior code § 2-221)

Chapter 3.20**PARKING FUND****Sections:**

- 3.20.010 Designated.**
3.20.020 Expenditures.

3.20.010 Designated.

Pursuant to the provisions of Chapter 844 of the Acts of 1970, there is established a fund to be designated the "Parking Fund," into which shall be deposited all fees and other revenues derived from or incident to the operation of parking facilities or parking systems or portions thereof, all receipts from fines for parking violations and any other sums which the City Council may appropriate to the Parking Fund. (Prior code § 22-1(a))

3.20.020 Expenditures.

A. Moneys in the Parking Fund shall be expended only for purposes as defined in Chapter 844 of the Acts of 1970, for:

1. Current expenses;
2. Payment of the interest on and principal of bonds or notes issued under this chapter;
3. The redemption price, including premium if any, of any bonds called for redemption pursuant to Section 8 of Chapter 844 of the Acts of 1970;
4. Administrative expenses incident to the purposes of this act;
5. The cost of construction of new parking facilities or parking system or portion thereof; or
6. Any other expenses incurred pursuant to or in connection with the exercise of any of the powers granted under Chapter 844 of the Acts of 1970.

B. Any expenditure from the Parking Fund shall be subject to prior appropriation by the City Council. (Prior code § 22-1(b), (c))

Title 4

(RESERVED)

