

# CHAPTER 13

## CITY FINANCES

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### 1-13-1: PRESENTATION AND ALLOWANCE OF CLAIMS:

- (A) All claims for payment for goods or services for which a written purchase order or contract has been duly approved or authorized by the Council shall be filed with the City Clerk prior to payment thereof. All such claims shall be reviewed by the City Clerk and shall be certified as correct prior to submission to the Council.
- (B) All bills shall be accepted, certified for payment and paid within sixty (60) calendar days after the billing is delivered to the Clerk, unless the claimant and the City have agreed by written contract for a longer period of time in which payment is to be made.
- (C) All claims, accounts or invoices shall state in detail the nature of each item for which payment is sought, the date the same became due and shall be accompanied by an affidavit of the claimant or his authorized agent stating that the service was performed or that the article was furnished as therein stated, or that the liability has accrued and that the same is a just and correct statement of the claim.
- (D) All claims for which payment has not been made within the time frame set forth above shall bear interest at the rate provided in Section 63-3045, Idaho Code, unless a different rate of interest or date of accrual has been agreed upon in writing

between the City and the claimant.

- (E) Unless otherwise agreed in writing, no payment shall be made for partial deliveries or partial completion of any services.
- (F) Upon presentation of the claim to the Council, the claim may be allowed in whole or in part, and if rejected, it shall not be again considered by the Council except upon a majority vote of the whole Council to reconsider the claim.
- (G) Payment of such claims shall in all other respects conform to the provisions of Idaho Code Section 67-2302.

1-13-2:                   **TORT CLAIMS:** All claims for damages against the City shall be filed with the Clerk within the time and in the manner specified by Chapter 9, Title 6, Idaho Code. When the claim is filed, the Clerk shall date stamp the claim and execute an acknowledgment of the receipt of the claim. A claim shall be considered filed upon delivery of the claim to the Clerk and upon delivery to the claimant of a date stamped, acknowledged copy of the claim.

1-13-3:                   **ACCEPTANCE OF PAYMENT:** Whenever the Council orders payment of any claim, whether in whole or in part, acceptance of any warrant or check by the claimant shall be considered a settlement in full of said claim, and the same shall not be presented for further allowance, unless upon an affirmative vote of three-fourths of the members of the full Council.

1-13-4:                   **PAYMENT OF CLAIMS:** All claims allowed against the City shall be paid by warrant signed by the Mayor and Clerk or check signed by the Mayor and Treasurer. Such warrants or checks shall also contain a statement of the amount of the appropriation and such other information as will adequately identify the claim.

1-13-5:                   **REGISTER OF WARRANTS:** The Clerk shall keep a register of all warrants drawn on the Treasurer showing the number, the date and the name of the payee, for what drawn, and upon what fund. Upon the return of the cancelled warrant, the Clerk shall note in the register the date of their return.

1-13-6:                   **PAYMENT OF REGISTERED WARRANTS:** The Treasurer shall keep a register of the warrants showing the number, date, amount of each warrant, the name of the payee, for what drawn, the funds on which drawn, the date of presentment, the date of payment, and the amount paid thereon. Should any warrant be presented for payment and sufficient funds are not available to pay the same, the Treasurer shall sign the warrant and endorse thereon the words: "Presented but not paid for want of funds," giving the date of presentation and specifying the rate of interest such warrant shall draw. All warrants shall be paid in the order of presentation and registered by the Treasurer out of the appropriate funds. All warrants shall be cancelled by the Treasurer when paid and shall be returned to the Clerk.

1-13-7: CANCELLED WARRANTS TO BE FILED: Cancelled warrants returned by the Treasurer shall be filed in the office of the Clerk.

1-13-8: DESIGNATION OF DEPOSITORIES: The following financial institutions are hereby designated as the official depositories of the City: West One, Bank of Commerce. Notwithstanding the foregoing, the Council may designate other depositories by ordinance or resolution.

1-13-9: DEPOSIT OF PUBLIC FUNDS BY TREASURER: Except where public moneys in the custody of the Treasurer at any one time are less than \$1,000, the Treasurer shall deposit, and at all times keep on deposit, in such designated depositories, all public moneys coming into his hands. In no such designated depositories, all public moneys coming into his hands. In no case shall the deposit or deposits of public funds of the City in such depositories exceed at any one time in the aggregate the total of the capital and surplus or reserves and unallocated or undivided earnings, as applicable of any such depository.

1-13-10: CERTIFICATION OF DEPOSITORIES BY COUNCIL: Not less than once every six (6) months the City Council shall certify to the Treasurer the capital and surplus or reserves and unallocated or undivided earnings, as applicable, of each public depository into which public moneys have been deposited. Such certificates shall be immediately served on the Treasurer following their approval by the City Council.

1-13-11: INVESTMENT OF IDLE FUNDS: The Treasurer is hereby authorized and empowered to invest surplus or idle funds of the City in any investment permitted by Idaho Code Section 67-1210, and interest received on all such investments, unless otherwise required by law or ordinance, shall be paid into the general fund of the City.

1-13-12: COMPLIANCE WITH STATE LAW: The deposit and investment of all public moneys of the City shall conform in all respects to the Idaho Public Depository Law, as set forth in Chapter 1, Title 57, Idaho Code.