

# MUNICIPALITY OF THE COUNTY OF KINGS



**For By-Law information contact the Municipal Clerk**

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## BY-LAW # 74

### TREASURER BY-LAW

1. This By-law shall be known as and may be cited as the "Treasurer By-law".
2. The office of the Treasurer of the Municipality shall be separate from that of Clerk of the Municipality.
3. The Director of Corporate Services of the Municipality shall be and perform the duties of Treasurer.
4. It shall be the duty of the Treasurer to:
  - (a) receive and safely keep all money belonging to the Municipality, or which it is his/her duty from time to time to receive;
  - (b) pay out the same to such persons and in such manner as he/she is required by law or by resolution of the Council or by due direction of a committee;
  - (c) take charge of and preserve the books, accounts and financial records of the Municipality;
  - (d) make up once in every year a full and detailed balance sheet and a statement of revenue and expenditures in the form and containing the information required of auditors by Section 54 of the Municipal Act, submit it to the auditors for audit and transmit it to the Clerk;
  - (e) make up whenever ordered by the Council a full and detailed account of all moneys received and paid out by him/her as Treasurer during the year or during any period the Council names, and transmit the same to the Clerk;
  - (f) with respect to the collection of rates and taxes, the Treasurer shall be responsible for and carry out the duties imposed on the Clerk of the Municipality by the Assessment Act of Nova Scotia.
5. The Treasurer may administer oaths when the same are required in matters pertaining to his office.

History of this By-law

Enacted - May 7, 1991

Amended - April 5, 1994