

21

2ème série

CONSEIL

Règlements municipaux

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REGLEMENT MUNICIPAL no 21
30 avril 1869

1869 Règlement concernant l'Auditeur de la
Cité.

Abrogé par le no 157

CORPORATION OF MONTREAL

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BY-LAW to define the Duties of the Auditor.

At a Special Meeting of the Council of the City of Montreal held in the City Hall of the said City, this thirtieth day of April in the new year of Our Lord one thousand eight hundred and sixty-nine, under and by virtue of the Act of the Provincial Legislature 14 and 15 Victoria ch.128, in the manner and after the observance of all the formalities prescribed in and by the said Act, at which said Meeting not less than two-thirds of the members of the Council, to wit: the following members thereof are present, viz: His Worship the Mayor William Workman, esquire, ALDERMEN: David, Valois, Munro, Rodden, Devlin, Bernard, Alexander, COUNCILLORS: McGauvran, Taylor, McShan, Wilson, Lyman, Thomson, G.W. Stephens, Simard, Leduc, St-Charles, Jordan, Plinguet, Roy,

IT IS HEREBY ORDAINED AND ENACTED by the said Council and the said Council do hereby ordain and enact as follows:

x SEC.10- The Auditor for the City of Montreal shall be the general accountant for the City and shall receive and preserve in his office all City account books and all vouchers documents and papers relating to the accounts and contracts of the City, its revenue, debt and fiscal affairs.-

SEC.2-- It shall be his duty to obtain from the City Clerk a certified statement of the annual appropriations so soon as these pass the Council, in each year, and to open in an appropriation Ledger to be by him kept for that purpose, an account for each, and all warrants drawn by Committees shall be charged in deduction of their various appropriations and certified correct before payment.-

SEC.3-- He shall not certify for payment any warrant for a

purpose improvided for by appropriation or which may be drawn for an amount exceeding the appropriation.--

SEC. 4-- He shall not certify for payment any warrant for a sum or account not previously passed and sanctioned by the Committee in whose name such warrant is drawn, nor unless such warrant be signed by at least three members of such Committee and countersigned by the head of the Department therein concerned; with the exception of the regular pay lists of the various departments, and petty disbursements therein which may be certified before being submitted to the respective Committees; provided the said pay lists and disbursements are in accordance with previous appropriations, and all warrants shall have the various accounts they are drawn for attached thereto for the purpose of such certification and filing on record.--

SEC. 5-- It shall be the duty of the Auditor at least once a month ~~and oftener if required~~ to furnish the chairman of Committees and heads of Departments with statements of their respective appropriations and expenditures.--

SEC. 6-- The Auditor shall once a month and oftener if required make a personal inspection of the books and accounts kept by all officers of the Corporation charged in any manner with the receipt or collection of the City revenues and shall see that they are well and correctly kept; he shall carefully examine and check all returns made by such officers and certify the same with his initials, if found correct; he shall also require of all such officers in receipt of City moneys that they shall submit reports thereof with vouchers into the City Treasury as often as may be deemed necessary by the Finance Committee; and if any such officer shall refuse or neglect to make an adjustment of his accounts when so required as aforesaid and to pay over such moneys so received, it shall be the duty of the Auditor to communicate the fact to the City Treasurer who shall thereupon issue a notice in writing directed to such officer requiring him to immedi-

ately make settlement of his said accounts and to pay over the balance of moneys in his hands belonging to the City, and in case of the refusal or neglect of such officer to adjust his said accounts and to pay over said balance as required, it shall then be the duty of the City Treasurer to make report of the delinquency of such officer to the

Mayor who shall at once suspend him from office.--

SEC.7--At the end of each month and oftener if required the Auditor shall make out and submit to the Finance Committee, through the City Treasurer, a statement showing the amount expended by each Committee and the balance of appropriation remaining at their credit; he shall also report to the Finance Committee from time to time, through the same channel, any information concerning his Department which it may be necessary to bring under their notice.--

SEC.8-- He shall keep a Registration Ledger of all stock, bonds or debentures which may be issued by the City, separate and distinct from the general Ledger, and also of all transfers or assignments of such stock, bonds or debentures which may from time to time be made, and he shall compare the same with the books of record kept by the City Clerk and by the City Treasurer respectively.--

SEC.9--It shall be his duty at the end of each month to compare the cash in Treasury with the balance appearing in the general cash Book, and to enter in a book to be by him kept for that purpose the component parts of such balance which shall be monthly submitted to the Finance Committee.--

SEC.10--It shall be his duty at the close of each civic year to furnish the chief officers of the various civic Departments with a statement of their expenditure for the past twelve months, and it shall be the duty of the said officers to furnish him with detailed estimates of the requirements of their several Departments for the ensuing year in the following form, to wit: 1. For general and ordinary expenditure, 2. For any proposed additions to the same, 3. For contemplated improvements and new work, with the view of submitting the same to the Finance Committee before the close of the month of February.--

SEC.11-- The Auditor whenever required shall furnish the Mayor or any Committee of the Council or the City Treasurer with abstracts of any books, accounts, records, vouchers, or documents in his office or any information in relation to any thing pertaining to his office or to the revenue of the City, and he shall at all times permit the Mayor, any member of the Council the City Clerk, the City Treasurer, or any other officer interested to examine any books, papers or documents in his office

SEC.12-- The Auditor shall render any other services or perform any other duties as the City Council or the Finance Committee may from time to time direct.--

SEC.13-- The By-Law number nine passed by the Council of the said City of Montreal on the fourth day of February one thousand eight hundred and sixty-seven is hereby repealed.--

WILLIAM WORKMAN, mayor,

Chs. Glackmeyer,
City Clerk.