

AN ORDINANCE OF THE TOWN OF WEST MIAMI, FLORIDA
ESTABLISHING PROCEDURES FOR OFFICERS AND EMPLOYEES
OF THE TOWN IN HANDLING FUNDS OF THE TOWN AND
PROVIDING PENALTIES FOR VIOLATION THEREOF

WHEREAS, it is to the best interest of the Town that uniform regulations and procedures be established for the handling of funds of the Town by officers and employees,

NOW, THEREFORE, be it enacted by the Mayor and Town Council of the Town of West Miami, Florida:

1. Definitions. As used herein, the terms below shall have the following meaning:

(a) "Town" shall mean the Town of West Miami, Florida, and any of its agencies or departments.

(b) "Officer" shall mean any elected or appointed officer, official, or department head of the Town, its agencies or departments as defined above.

(c) "Employee" shall mean any full time or part time employee of the Town, its agencies or departments as defined above.

(d) "Check" shall mean any written check, draft, money order or other negotiable instrument drawn upon any bank, savings and loan association, or other financial institution, including postal money orders and checks of the Federal government or its agencies.

(e) "Funds of the Town" shall mean any money or checks as herein defined, collected for or on account of the Town, its departments or agencies as herein defined.

(f) "Depository of the Town" shall mean any bank, savings and loan association or other financial institution officially designated by the Town, its departments or agencies for the deposit of funds of the Town as herein defined.

2. Receipt of Town Funds. That all officers and employees of the Town who come into possession of any funds of the Town by reason of the performance of his duties, or otherwise, shall as soon as practicable deliver such funds to the Mayor, bookkeeper of the Town, or department head designated by the Mayor to receive such funds.

3. Deposit of Funds. The Mayor, bookkeeper, or department head designated by the Mayor shall deposit all funds of the Town in depositories of the Town on the first banking day following collection of such funds; provided, however, that this section shall not apply to reasonable petty cash funds or change funds necessary for daily operating procedures.

4. Cashing of Checks. No official or employee shall at any time cash with cash funds of the Town any check; nor shall any officer or employee accept in payment of any obligation to the Town any check unless such check shall be for the exact amount of the obligation to the Town; provided, however that this section shall not apply to any check of the Town properly issued and signed by duly authorized signatories and drawn upon an account of the Town with a properly designated depository of the Town.

5. Personal Possession of Town Funds. No official or employee of the Town shall keep any funds of the Town upon his person or carry same from Town premises except for the purpose of delivering same to the Mayor, bookkeeper or department head designated to receive such funds, or for the purpose of transporting such funds to a depository of the Town for deposit therein.

6. Advances to Officers and Employees. No officer or employee of the Town shall borrow or obtain advances from funds of the Town, including petty cash funds of the Town; provided, however that prior to a regularly scheduled pay date, partial

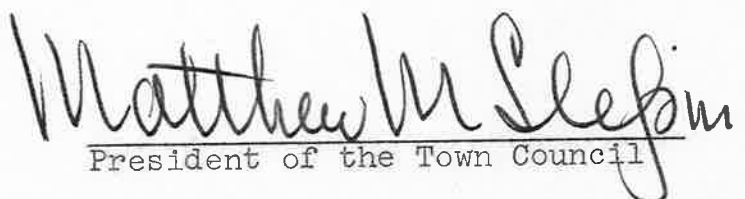
payments of salary or wages already earned to such date may be paid by check only upon written request of employees or officers; and provided further that vacation pay due any employee or officer shall be considered earned within the meaning of this provision at the commencement of the vacation period of such employee or officer.

7. Penalties. Any officer or employee of the Town who shall violate any of the provisions of this Ordinance, or who shall solicit the violation thereof by any other officer or employee, shall be guilty of a misdemeanor, and upon conviction thereof, shall be imprisoned in the Town Jail for a term not to exceed sixty (60) days and shall be fined in an amount not to exceed \$500.00, or both so imprisoned and fined.

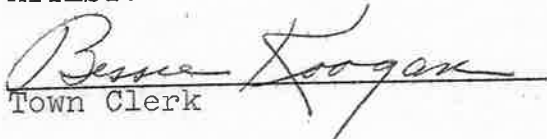
8. Separability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of Competent Jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

9. Emergency Ordinance. In the interest of the general welfare of the Town of West Miami, second reading of this Ordinance is hereby waived.

PASSED and ADOPTED this 15th day of June, 1962.


President of the Town Council

ATTEST:


Town Clerk

APPROVED:


Mayor