

Chapter 22--Finances and Records

(Chapter Revised by Ordinance 988 on 12/2/12)

Subchapter A--Fiscal Year

22.010. Fiscal year. The fiscal year of this City shall begin on January 1 and end on December 31 of the same calendar year.

Subchapter B--Budget

22.100. Budget required. Prior to the commencement of each fiscal year, a budget for the City shall be prepared, and the same will be presented to and adopted by the Board of Aldermen by ordinance.

22.110. Budget contents. The annual budget shall present a complete financial plan for the next fiscal year. The following shall be included in the budget:

1. A budget message to describe the important features of the budget and to point out any major changes from the previous year.
2. An estimate of revenues which are expected to be received during the next year from all sources, plus a comparative statement of the revenues for the previous two (2) budget years. These comparisons shall be shown by year, fund, and source.
3. An estimate of the expenditures that are proposed to be spent during the budget year, plus a comparative statement of actual expenditures for the previous two (2) years. These comparisons should be shown by year, fund, activity and object.
4. The amount of money required to pay any interest, amortization, or redemption charges which the municipality will owe during the budget year.
5. A general summary of the total proposed budget.

22.120. Budget officer. The budget officer of this City shall be the City Clerk. It is the responsibility of the budget officer to prepare the budget after reviewing expenditure requests and revenue estimates with other city officers. The budget officer shall submit the completed budget and supporting schedules and exhibits to the Mayor, who shall present the same to the Board of Aldermen.

22.130. Mayor to supervise. The budget officer shall prepare the City budget under the direction of the Mayor. The Mayor shall concur in the budget prior to its submission to the Board of Aldermen.

22.140. Expenditures limited. Expenditure estimates in the budget shall not be larger in amount than the total anticipated revenue for the budget year, plus any surplus

from the previous year or less any deficit from the previous year.

22.150. Debt limited. The City shall not incur any debts which aggregate an amount greater than the anticipated revenues for the budget year, without the approval of the voters of the City, as required by law.

22.160. Budget calendar. The budget officer shall prepare the City budget in accordance with the following calendar:

1. In September of each year, collection of data and formulation of preliminary revenue estimates for the coming fiscal year. Actual revenues and expenditures shall be noted for the previous two (2) fiscal years.
2. In October of each year, collect and review proposed expenditures from Department Heads for the coming fiscal year.
3. In November of each year, final revenue estimates for the coming fiscal year will be made. All officers and Department Heads shall have completed their input into the process, budget will be assembled and readied for presentation to the Board of Aldermen.
4. In December of each year, the proposed budget shall be presented to the Board of Aldermen for review. The Board of Aldermen shall approve a budget prior to the start of the fiscal year.

22.170. Budget procedures. To the maximum extent practicable, and to the extent it does not conflict with state law, this Code, or other ordinance, the budget shall be prepared in accordance with generally accepted accounting procedures.

Subchapter C--Records Management

22.200. City Clerk keeps records. The records of the City shall be kept in the custody of the City Clerk.

1. As used in this subchapter, the work "record" or "records" shall mean any document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business, library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records as used in this subchapter, and are hereinafter designated as "nonrecord" materials. Guidance on record definition and retention will be taken from the Secretary of State's Office.
2. The City Clerk may delegate to a subordinate or to another City official authority to

have temporary custody of City records, after satisfying himself as to the safety of said records.

22.210. Disposal of records. The Missouri Secretary of State's Office provides guidance on record retention schedules and disposal that will be followed subject to Board of Aldermen oversight and approval.