

GENERAL CODE



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Chapter 44. FINANCIAL PROCEDURES

[HISTORY: Adopted by the Common Council of the City of Middletown 2-7-1983; amended in its entirety 12-2-2002. Subsequent amendments noted where applicable.]

GENERAL REFERENCES

- Finance and taxation — See Charter, Ch. VI.
- Capital improvements — See Ch. [19](#).
- Contracts — See Ch. [26](#).
- Funds — See Ch. [47](#).
- Investment policy — See Ch. [58](#).
- Purchasing — See Ch. [78](#).
- Taxation — See Ch. [272](#).

§ 44-1. Approval of bills for payment.

No check or draft shall be drawn unless an itemized bill or statement therefor, approved in writing by the department director or other authorized official of the department, office or agency which authorized the expenditure has been submitted to the Finance Department.

§ 44-2. Payroll records.

The Director of Finance shall prepare and furnish proper forms for time and payrolls for all City departments and offices.

§ 44-3. Budget accounts.

The Director of Finance shall establish and discontinue such accounts in each budget as may be necessary for the proper administration of the funds of the City.

§ 44-4. Submission of monies to Treasurer.

Each City official, other than officials receiving Board of Education school cafeteria funds and student activity funds, receiving money on behalf of the City in the form of cash, checks or otherwise, shall turn over such money to the City Treasurer on or before the next business day after it is received, with an itemized Treasurer's receipt form attached. These receipts shall be audited in the same manner as other City accounts.

§ 44-5. Preparation of rate bill.

When the tax has been laid according to law, the City Clerk shall immediately prepare the rate bill and deliver it to the rate maker to be attached to the official rate book.

§ 44-6. Warrant for collection of taxes.

When the rate bills have been completed and signed, upon application of the Tax Collector the Mayor shall issue a warrant under the seal of the City for the collection of the same, directed to the Collector and commanding him to collect and pay the same to the City Treasurer, and application shall be made in accordance with the applicable provisions of the Connecticut General Statutes.

§ 44-7. City funds not under direct control of Finance Department.

Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II). City funds in the possession of a City department, agency, board or commission other than the Finance Department and the City Treasurer will be the responsibility of the director or head of that department, agency, board or commission until such time as said funds are transferred and collected by the City Treasurer, disbursed, or maintained for the purpose for which said funds have been established. The director or head of said department, agency, board or commission shall establish written procedures for the control of these funds. A copy of the procedures shall be filed with the Mayor.

§ 44-8. Payment of bank charges on checks returned for insufficient funds.

- A. For purposes of this section, the term "person" means any individual, organization, trust, foundation, group, association, partnership, corporation, society or any combination of them, whether principal or agent.
- B. Any person who issues a check to the City of Middletown, which check is returned for insufficient funds, shall pay to the City of Middletown any bank charges associated with said insufficiency.

§ 44-9. Limitation on option price.

In addition to the duties and powers of the Mayor as granted in the Charter, the Mayor is authorized to negotiate for the purchase of real estate and take options on such real estate in behalf of the City, provided that the Mayor shall expend no more than \$10,000 for any one option.

§ 44-10. Refunds of unexpired license fees, excess payment of taxes or other payments.

Refunds of unexpired license fees, excess payment of taxes or other payments shall only be made by the Director of Finance or his/her designee in accordance with the following procedure:

- A. The department from which the refund has been requested shall review the documentation submitted supporting the request or shall investigate the matter and, if appropriate, recommend approval to the Mayor.
- B. The Mayor shall review the department's recommendation and approve where warranted and forward to the Director of Finance or his/her designee for payment.

§ 44-11. Federal, state or other grants.

When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for a specific purpose, confirmation and approval of the grant shall be given at the next regular meeting of the Common Council. The action of the Common Council in confirming and approving such transfer shall be an

appropriation; no public hearing thereon shall be required, and said funds may then be expended for the purpose for which the grant was approved.

§ 44-12. Transfer of funds within adopted budgets.

When a department, commission, officer or agency shall desire to transfer funds from one line item to another within its budget, such department, commission, officer or agency shall make application to the Finance Director who, with the approval of the Mayor, shall approve or disapprove such requested transfer of funds. Every application, whether approved or denied, shall be reported at the next Finance and Budget Committee meeting and also at the next regular Common Council meeting.

§ 44-13. Additional appropriations.

Additional appropriations may be made from time to time by the Common Council, after public hearing and upon certification of the Finance Director that there is an unobligated, unencumbered balance in the fund from which to meet such additional appropriation.

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