

A LAW,

Creating a Department of Finance, and prescribing the Duties of the Officers thereof, as passed by the Board of Aldermen, June 1st, 1831.

I. *Be it ordained by the Mayor, Aldermen and Commonalty of the City of New-York, in Common Council convened,* That there shall be an Executive Department, which shall be known and distinguished as the Finance Department.

II. *And be it further ordained,* That a discreet and proper person shall be appointed to superintend the Department of Finance, to be called and known by the name of the "Comptroller."

III. *And be it further ordained,* That it shall be the duty of the comptroller, to examine and liquidate all claims; to audit all accounts against the Corporation; to examine, adjust and settle the accounts of all persons indebted to the Corporation; to superintend all officers who shall receive or disburse the public funds of the city in the receipt and expenditure thereof; to sign all warrants for monies which are duly authorized to be drawn from the Treasury, by specific appropriation, and to present the same to the Clerk of the Common Council, for his signature, and then to the Mayor, or in case of his absence or disability, to the President of the Board of Aldermen, who are hereby authorized to countersign the same, if in their opinion it is correct, which warrant shall not be valid, except it be countersigned as aforesaid; and when so signed and countersigned, the warrant shall be sufficient to draw the money out of the Treasury;

to make an annual report to the Common Council, giving a full and detailed statement of the receipts and expenditures of the Corporation during the year, in the manner particularly directed in the 20th section of the amended Charter, and generally to audit all the accounts of the different departments of the City Government.

IV. *And be it further ordained,* That it shall be the duty of the Comptroller, to give such information to the Common Council, from time to time, as he shall deem proper, or as they or any member thereof may require, of all subjects connected with his department, and to report all delinquents connected therewith.

V. *And be it further ordained,* That the Comptroller of the city shall be sworn faithfully to perform the duties of his office, and give a bond, with sufficient surety or sureties, to be approved by the Common Council, in the penal sum of ten thousand dollars, for the faithful performance of his duties.

VI. *And be it further ordained,* That all laws and ordinances, heretofore enacted by the Mayor, Aldermen and Commonalty of the city of New-York, now in force, defining the duties of the comptroller of the city of New-York, or in any way relating to the same, which are not inconsistent with the provisions of this ordinance, shall not be construed, as repealed, modified, or affected thereby, but shall continue and remain in full force.

VII. *And be it further ordained,* That a discreet and proper person shall be appointed by the Common Council to assist in the execution of the duties appertaining to the Finance Department, who shall be called and known by the name of the Deputy Comptroller.

VIII. *And be it further ordained,* That the Deputy Comptroller shall be the Accountant of the Finance Department; to keep, under the direction of the Comptroller, a regular set of books, by way of double entry, in which

shall be kept an account of all the monies received and paid out by the Corporation ; to adjust the accounts and vouchers of the department, classifying the accounts of each department of the city government under its appropriate head ; and generally performing the duties required by the Comptroller.

IX. *And be it further ordained,* That the Deputy Comptroller shall be sworn faithfully to perform the duties of his office, and give a bond with such surety or sureties as the Common Council shall approve, in the penal sum of \$5,000, for the faithful performance of his duties.

X. *And be it further ordained,* That the chamberlain of the said city, shall, once in every week, lodge all moneys received by him, in such one or more of the banks, as the Common Council shall direct, and in default of such direction, in such as he shall see fit ; and shall thereupon make a report to the Comptroller of the amount of such money, for what and from whom received.

XI. *And be it further ordained,* That the Chamberlain shall, on the first Monday in the months of May and November, in each and every year, render to the Comptroller an account current of the money received and paid by him on account of the Corporation ; and on rendering such account, he shall deliver over his vouchers, which shall be cancelled and filed in the office of the Comptroller : and the Comptroller shall compare such account with his books and the vouchers of the Chamberlain, and report the same with such remarks as the case may require, to the Common Council, at their next subsequent meeting.

shall be kept an account of all the monies received and paid out by the Corporation; to adjust the accounts and vouchers of the Corporation, abstracting the accounts of each department of the Corporation under its appropriate head; and generally performing the duties required by the Corporation.

IX. And he doth further enact, That the Deputy Comptroller shall be a person of good fame and sound judgment, who shall be appointed by the Corporation, and shall hold office for the term of years therein expressed, and shall be qualified to perform the duties of his office.

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