

CHAPTER 10

VILLAGE COLLECTOR

SECTION:

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1-10-1: OFFICE CREATED: There is hereby created the office of Village Collector who shall hold his office for one (1) year or until his successor is appointed and qualified.

1-10-2: APPOINTMENT, OATH, BOND: The Village Collector shall be appointed by the President of the Board by and with the approval of a majority of the members of said Board, and shall before entering upon the duties of his office take and subscribe the oath prescribed for other Village officers, and shall execute a bond to the Village in the penal sum of double the amount liable to come into his hands, as such Collector, with at least two (2) good and sufficient sureties to be approved by the President and Board of Trustees, conditioned for the faithful performance of his duties as such Collector, and the payment of all moneys which may come into his hands by virtue of his office in accordance with the laws of the State of Illinois and the provisions of this Code.

1-10-3: DUTIES: It shall be the duty of the Collector to preserve all warrants which are returned into his hands, and he shall keep such books and his accounts in such manner as the Board of Trustees may prescribe. Such warrants, books, and all other papers pertaining to his office shall at all times be open to the inspection of and subject to the examination of the President, Village Clerk, any member of the Board of Trustees or any committee thereof. He shall weekly and more often if required by the Board of Trustees, pay over to the Comptroller all moneys collected by him from any source whatever, taking such Comptroller's receipt therefore, which receipt he shall immediately file with the Village Clerk; but the Village Clerk shall at the time, or on demand give such Collector a copy of any such receipt so filed. He shall make out a report in

writing to the President and Board of Trustees or any officer designated by them, of all moneys collected by him, the account whereon collected, or of any other matter in connection with his office, when required by the Board of Trustees or by ordinance of the Village. He shall also, annually, between the first (1st) and tenth (10th) of April, file with the Clerk a statement of all the moneys collected by him during the year, the particular warrant, special assessment or account on which collected, the balance of moneys uncollected on all warrants in his hands and the balance remaining uncollected at the time of the return on all warrants which he shall have returned, during the preceding year, to the Village Clerk. The Village Clerk shall publish or post the same as now provided to be done in regard to the annual report of the Comptroller.

1-10-4: PERSONAL USE OF MONEYS: The Collector is hereby expressly prohibited from keeping the moneys of the Village in his hands or in the hands of any person or corporation, to his use, beyond the time which may be prescribed for the payment of the same to the Comptroller, and any violation of this Section will subject him to immediate removal from office.

1-10-5: NOTICE OF COLLECTIONS: It shall be the duty of the Collector to give the proper notice for the collection of all special assessments or special taxes, levied for any public local improvement, as required by the Statute, make the demands required by the Statute, collect such special assessment or special tax, and pay the same over to the Comptroller when collected as herein required, with a statement showing from which installment or installments the same has been collected, and the particular assessment to which it belongs.

1-10-6: COMPENSATION: The Collector shall receive such compensation for his services as shall be agreed upon by him and the Board of Trustees of the Village, provided that such compensation shall not exceed one and one-half percent (1 ½%) of the amount by him collected. Such compensation shall be paid by orders drawn upon the Comptroller, upon bills for service rendered at the regular meeting in April of each year.