

CHAPTER 5

THE VILLAGE COLLECTOR

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Sec. 5.1 Creation of Office

There is hereby created the Office of Village Collector, an executive office of the Village. The Village Collector shall be appointed by the President and Board of Trustees, voting jointly, and shall serve for one year.

Sec. 5.2 Duties

The Village Collector shall perform such duties as may be required by statute or ordinance, and shall have general supervision over the collection of all monies due the Village from all sources.

Sec. 5.3 Bond

Before entering upon the duties of the office, the Village Collector shall execute a bond in the amount of Three Thousand Dollars (\$3,000.00), conditioned upon the faithful performance of his/her duties, which bond shall also be conditioned to indemnify the Village for any loss by reason of any neglect of duty or any act of said Collector. Such bond, after approval by the Board of Trustees, shall be filed in the Office of the Village Clerk, as hereinafter provided.

Sec. 5.4 Records

The Village Collector shall keep records showing all money received by him/her on behalf of the Village, showing the source from which it is received and the purpose for which it is paid. The Village Collector shall keep such books and accounts as may be required by statute or ordinance, and shall keep them in the manner required by the Board of Trustees.

Sec. 5.5 Payment of Monies

The Village Collector shall pay over to the Village Treasurer all monies collected by him/her from any source whatsoever within one (1) business day of the receipt of same, and with such monies he/she shall give a statement as to the source thereof.

Sec. 5.6 Written Reports

The Village Collector shall make such written reports concerning his/her office as shall be required by the Village Board, statute or ordinance.

Sec. 5.7 Compensation

The Village Collector shall receive such compensation as may be set from time to time by the Board of Trustees.

Sec. 5.8 Vacancy

In case the office of the Village Collector shall become vacant for any reason, the President and Board of Trustees shall appoint a successor, as provided by statute.

Sec. 5.9 **Clerk to be Collector**

The Village Clerk shall hold the office of Village Collector unless some other qualified person is appointed to said office as hereinbefore provided.

Sec. 5.10 **Bond – Filing**

The bond which shall be required of the Village Collector shall be filed in the Office of the Village Treasurer when the Village Collector appointed by the President and Board of Trustees also holds the Office of the Village Clerk.