

Section C. - Administrative departments, offices and agencies.

1. *General Provisions*

- a. The parish council may, by ordinance, establish parish departments, offices or agencies in addition to those created by this Charter and may prescribe the functions of all departments, offices and agencies, except that no function assigned by this Charter to a particular department, office or agency may be discontinued or, unless this Charter specifically so provides, assigned to any other.
- b. Each parish department, office or agency, except those excluded by this Charter shall be administered by an officer appointed by and subject to the direction and supervision of the parish president. With the consent of the council, the parish president may serve as the head of one or more such departments, offices or agencies or may appoint one person as the head of two or more departments, offices or agencies.
- c. Parish administrative officers appointed by and under the supervision of the parish president may be suspended or removed by written order of the president.

2. *Department of Finance*

- a. There shall be a department of finance headed by a finance director appointed by the parish president, who shall administer the financial affairs of the parish and who shall be ex-officio parish treasurer. His duties shall include, but shall not be restricted to, the following:
 - i. Assist the president in the preparation and execution of the parish budget and capital program.
 - ii. Assist the president and the council is [in] negotiating loans and in the issuance and sale of bonds whenever this becomes necessary as a result of council action.
 - iii. Maintain records of parish indebtedness and have charge of the payment of interest and principal thereon.
 - iv. Have custody of all public funds belonging to or controlled by the parish or any parish department, office, agency or special district, except those of the school board, the 29th Judicial District and officers thereof, or the sheriff or tax assessor; and to deposit all such funds in banks or trust companies designated as depositors by resolution of the council, subject to the requirements imposed by law as to surety and guarantee of deposits.
 - v. Disburse all funds in the parish treasury; and no money shall be paid out of the treasury unless he first (a) verifies the appropriation, allotment and availability of funds to cover the claim concerned and certifies thereto, and (b) determines that such checks and

warrants drawn against the parish treasury and signed by the director of finance shall be co-signed by the parish president or in his absence, by some other officer designated by the parish president.

- vi. Administer a general accounting system for the parish and each of its departments, offices and agencies and special districts.
 - vii. Prepare and submit to the parish president a monthly statement of the revenues and expenditures for the preceding month and for the fiscal year up to and including the preceding month, which statement shall be sufficiently detailed as to appropriations, allotments and funds to show the exact financial condition of the parish.
 - viii. Prepare and submit to the parish president at the end of each fiscal year a report of the financial transactions of that year and a complete statement of the financial condition of the parish at the end of the year; and
 - ix. Perform such other duties as the parish president may prescribe.
- b. As soon as possible after the adoption of this Charter, the parish council, after consultation with the finance director and the parish president, shall by ordinance establish a system of treasury management which will include procedures and controls for the receipt, custody and disbursement of all funds belonging to, or under the control of the parish council, and for the investment of idle fund balances, such ordinance to be in conformity with the general procedures set forth in this Charter.