

CITY OF BASEHOR  
LEAVENWORTH COUNTY  
BASEHOR, KANSAS 66007

September 16, 1974

Record keeping meeting held September 10th, 1974 at 7:00

Those present were : Mayor Eberth, Treasurer Richard Warden, City Clerk, Sylvia Lovvorn, Councilmen; David Cochran, John Novak, John Ebert. Accountant Wayne Wolf of Bushman & Wolf in Leavenworth, Ks.

Swere billing-Virginia Williams; must keep customer's control. Cochran will assist.

Discuss balance in bank accounts and investments of the City in accordance with K.S.A. 9-1402 & 9-1403.

Quarterly reports being printed: Warden-K.S.A. 12-1608-must be printed.

Contract & Order Register: Lovvorn-must be kept.

Order of purchase: Lovvorn-make all four copies: Pink-to city clerk by numbers  
White-to Warden by check #

Every check issued must have a claim voucher filled out by-Lovvorn

End of month statement: Lovvorn-provide tape of receipts for month, detailed total,  
list of receipts to Warden, bring receipt book to all meeting

Warden will give city clerk a receipt for all money received from clerk.

Salary Ordinance should be constructed according to K.S.A. 15-204 or on a maximum &  
minimum-resolution.

Petty cash must be set up as a bank account.