

## What is a Chamberlain?

What is a Chamberlain? A question often asked by customers and visitors to our office. The word chamberlain was a term used by cities in earlier times for a treasurer. The City of Oswego is one of a very few municipalities that continue to use the term today. From 1896-2010 there have only been thirty- six (36) Chamberlains that have signed the Oath of Office in the City Clerk's Office, for the City of Oswego.

The Chamberlain's Office is the gateway to the City of Oswego finances and the sentinel for taxpayer dollars. With a staff of five (5) the office is responsible for all financial matters of the City of Oswego.

Typical activities of the office include the processing of a weekly payroll for approximately 300 employees, weekly accounts payable for an average of 100 vendors, and daily payment collections of property taxes, water-sewer bills, parking tickets and ambulance fees just to name a few. Also done on a daily basis is ambulance billing, miscellaneous billing, budget and account monitoring. The office also prepares late notices for taxes, water-sewer bills and delinquent school tax.

When authorized by the Common Council financial borrowing is done by the Chamberlain's Office. Currently the office is busy with financing for the work mandated by the Consent Decree.

Another important task of the office is to assist the Mayor and Common Council with the preparation of the Operating Budget. The subsequent year's budget must be adopted by September 1 of each year. Budget work begins in June with department requests. The Chamberlain's Office provides the requests in budget format to the Mayor for review. The Mayor then must present a proposed budget to the Common Council by August 1. As the Common Council reviews the proposed budget, the Chamberlain's Office continues to prepare the budget for adoption as directed by the Common Council.

The Chamberlain's Office is responsible for all State and Federal Financial Compliance as well as preparation for the Annual Audit. The reports are available on the department's page of the City of Oswego website [www.oswegony.org](http://www.oswegony.org). In addition to the reports, a schedule of Property Tax and Water-Sewer Bill due dates can be found.

In order to receive State Aid in excess of \$2.3 million dollars each year the AIM (Aid and Incentives to Municipalities) Report is compiled and submitted for approval to the New York State Division of Budget by the Chamberlain's Office

The Chamberlain's Office is unique in that it is one of the few departments that interact with all City Departments on a weekly basis.

The office is also home to a member of the Water Dept. Staff and all Water-Sewer Bills generate from our office.

The current City Chamberlain is a member of the New York State Society of Municipal Finance Officers and proudly represents the City of Oswego on the Board of Directors as the Secretary-Treasurer.

The Essentials of Municipal Finance and New York State Generally Accepted Accounting Principles are practiced by the Chamberlain's Office and taught at training seminars and schools by the City Chamberlain.

We take pride in working with the citizens and businesses of the City of Oswego and do our best to provide efficient service for their tax dollar.

We invite you to visit the Chamberlain's Office or call us at 342-8105 if we can be of assistance.

Deborah Coad, CMFO  
City Chamberlain