

regular meetings. The chairman may at any time call a special meeting of the board, and at the written request of three members shall call a meeting. They shall keep a full and complete record of all their meetings in a minute book.

Ib., Sec. 2.
Investigations

SEC. 637. The Finance Commission shall, at least quarterly, make an investigation into, and report in detail to the City Council upon, the financial condition of the city and of each department thereof, together with such recommendations thereon as may seem to them advisable, which report shall be officially published. The Finance Commission shall quarterly, as soon as practicable after the first day of each January, April, July and October, have prepared and officially published a list of all warrants drawn during the preceding quarter, so arranged as to show to whom and for what amount each warrant was drawn, with the character of the indebtedness paid, and against what fund the warrant is charged and annually, as soon as practicable after the first day of April, and not later than the first day of June of each year, they shall have prepared and published in pamphlet form a full and complete detailed statement of the receipts and expenditures of the preceding year up to the first day of April, and also a full detailed statement of the financial condition of the city, and of each department thereof, showing the assets and liabilities, giving the names of all creditors of the city, with the amounts due each of them, and the nature of the claim and the fund out of which it is payable. The quarterly statement for the quarter ending July 1 in each odd-numbered year shall be so arranged as to separate the receipts and expenditures of the outgoing administration from those of the incoming administration, and shall contain a full and complete and detailed statement of the financial condition of the city as of the day of the change of administration.

List of
warrants to
be published.

Ib., Sec. 3.
Statement of
city's
financial
condition to
be published.

SEC. 638. As soon as practicable after the publication of this ordinance the Finance Commission shall have prepared and published lists of all warrants drawn by the municipal administration preceding the present one, so arranged as to show to whom and for what reason and for what amount each such warrant was drawn, and against what fund the warrant was charged, excepting only as to warrants drawn by the Trustees for the Waterworks and Improvement Bonds, which are covered by statements already published by that board. The Finance Commission shall have such statements of expenditures of the previous administration published as fast as each quarterly statement is prepared, and as soon as complete statement for the entire period shall have been prepared and published, they shall have the same, together with a full and complete detailed statement of the financial condition