RESOLUTION 8 - 2011

RESOLUTION ESTABLISHING PETTY CASH AND CHANGE FUNDS FOR BOROUGH OFFICES FOR CALENDAR YEAR 2011

WHEREAS, various administrative offices require the use of petty cash for the purposes of making change and/or other related and minor departmental expenses;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Woodbury Heights that the following petty cash/change funds are hereby established for calendar year 2011;

1. Water and Sewer Change Fund.....$50.00
2. Tax Collector Change Fund $50.00
3. Borough Clerk, Deputy Borough Clerk Change Fund..... $25.00
4. Borough Clerk, Deputy Borough Clerk Petty Cash Fund..... $50.00
5. Municipal Court Change Fund Account..... $50.00
6. Public Works Department Petty Cash Account $50.00
7. Woodbury Heights Police Department (Police Chief) Petty Cash Account $50.00

BE IT FURTHER RESOLVED that each Administrative Departmental Supervisor shall be responsible for the maintenance, audit and accounting of the petty cash/change fund entrusted to them.

BOROUGH OF WOODBURY HEIGHTS

BY: _____
HARRY W. ELTON, JR., MAYOR

ATTEST:

_____
JANET PIZZI, BOROUGH CLERK

The foregoing Resolution was duly adopted by the Borough Council of the Borough of Woodbury Heights at the Reorganization meeting held on the 3rd day of January, 2011.

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JANET PIZZI, BOROUGH CLERK