

**RESOLUTION 4 - 2022**

**RESOLUTION ESTABLISHING PETTY CASH AND CHANGE FUNDS FOR  
BOROUGH OFFICES FOR CALENDAR YEAR 2022**

**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 2022;

1. Water and Sewer Change Fund	<b>\$50.00</b>
2. Tax Collector Change Fund	<b>\$50.00</b>
3. Borough Clerk, Deputy Borough Clerk Change Fund	<b>\$25.00</b>
4. Borough Clerk, Deputy Borough Clerk Petty Cash Fund	<b>\$100.00</b>
5. Woodbury Heights Police Department (Police Chief) Petty Cash Account	<b>\$50.00</b>

**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:   
**WILLIAM C. PACKER, MAYOR**

**ATTEST:**

  
**SHANNON ELTON, BOROUGH CLERK**

The foregoing Resolution was duly adopted by the Borough Council of the Borough of Woodbury Heights at the Reorganization meeting held on January 2, 2022.

  
**SHANNON ELTON, BOROUGH CLERK**