

**RESOLUTION 4 - 2023**

**RESOLUTION ESTABLISHING PETTY CASH AND CHANGE FUNDS FOR  
BOROUGH OFFICES FOR CALENDAR YEAR 2023**

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

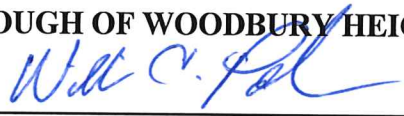
**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Woodbury Heights that the following petty cash/change funds are hereby established for calendar year 2023;

- |   |                 |
|---|-----------------|
| 1. Water and Sewer Change Fund  | <b>\$50.00</b>  |
| 2. Tax Collector Change Fund  | <b>\$50.00</b>  |
| 3. Borough Clerk, Deputy Borough<br>Clerk Change Fund                         | <b>\$25.00</b>  |
| 4. Borough Clerk, Deputy Borough<br>Clerk Petty Cash Fund                     | <b>\$100.00</b> |
| 5. Woodbury Heights Police<br>Department (Police Chief)<br>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 7<sup>th</sup>, 2023.

  
**SHANNON ELTON, BOROUGH CLERK**