

RESOLUTION 4 - 2025

**RESOLUTION ESTABLISHING PETTY CASH AND CHANGE FUNDS FOR
BOROUGH OFFICES FOR CALENDAR YEAR 2025**

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 2025;

- | | |
|---|-----------------|
| 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 | \$100.00 |

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: 
MATTHEW W. COSENZA, 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 7th, 2025.


SHANNON ELTON, BOROUGH CLERK