

UNION COUNTY IMPROVEMENT AUTHORITY

1499 US Highway One, North, 3rd Floor Rahway, New Jersey, 07065 www.ucimprovementauthority.org (732) 382-9400 (732) 382-5862 fax

Resolution No.	15-2016	Date:	February 3, 2016

RESOLUTION OF THE UNION COUNTY IMPROVEMENT AUTHORITY DESIGNATING THE CUSTODIAN OF AND ESTABLISHING AN IMPRESET (PETTY CASH) FUND

APPROVED AS TO FORM: Lisa M. da Silva, RMC Clerk of the Authority APPROVED AS TO SUFFICIENCY OF FUNDS

[] YES [] NO 5<

NONE REQUIRED

UNION COUNTY IMPROVEMENT AUTHORITY

Juna M. dassilva

PRESENT ABSENT AYE NAY ABSTAIN MOTION SECOND Bornstad D'EliaHockaday Rountree Salerno Scutari Tomko Vollero *Vacancy*

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RESOLUTION OF THE UNION COUNTY IMPROVEMENT AUTHORITY DESIGNATING THE CUSTODIAN OF AND ESTABLISHING AN IMPREST (PETTY CASH) FUND

WHEREAS, the Union County Improvement Authority (the "Authority") has been duly created by ordinance of the Union County Board of Chosen Freeholders as a public body corporate and politic of the State of New Jersey pursuant to and in accordance with the County Improvement Authorities Law, N.J.S.A. 40:37A-44, *et seq*,: and

WHEREAS, the Union County Improvement Authority desires to establish an Imprest (Petty Cash) Fund to be used for the purchase of incidental's for the operation of the Authority and designates a custodian for said the account; and

WHEREAS, the Authority believes that the establishment of an Imprest (Petty Cash) Fund increases office efficiency and is therefore in the best interest of the Authority; and

WHEREAS, in order to better control this fund the following guidelines have been established and shall be adhered to by all personnel:

- 1) Lisa M. da Silva, Clerk of the Authority is hereby designated custodian and will be responsible for carrying out the following procedures.
- 2) The fund will be established with \$500.00 to be drawn by check from the operating appropriations fund.
- 3) As an expenditure is incurred, the custodian will prepare a paid out slip (hereinafter "Slip" or "Slips") identifying the purpose of the expenditure, the date, name of the recipient and the amount reimbursed. The appropriate receipts shall be stapled to the Slip.
- 4) The signed Slips shall be retained with the petty cash. The total expenditures and the cash on hand shall always equal \$500.00.
- 5) When the fund is replenished by voucher, the amount of written checks to the custodian shall equal the total of the Slips itemized on the voucher.

This resolution shall take effect immediately.