

TOWNSHIP OF JEFFERSON  
COUNTY OF MORRIS, NJ

CONSENT AGENDA RESOLUTION #18-20

**"RESOLUTION AUTHORIZING A FORMAL PETTY CASH POLICY FOR ALL DEPARTMENTS  
WITHIN THE TOWNSHIP OF JEFFERSON"**

**WHEREAS**, the Township auditors have recommended that the Township of Jefferson adopt a formal petty cash policy for all departments; and

**WHEREAS**, the Township of Jefferson's Chief Financial Officer (CFO) recommends the following as part of the formal petty cash policy; and

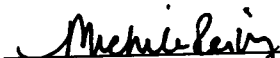
Limit Per Transaction: \$100.00  
Annual Aggregate Limit Per Employee or Official: \$350.00

**WHEREAS**, the CFO recommends that all Division of Motor Vehicle fees (including but not limited to registrations, titles, etc) will be exempt from these limits; and

**WHEREAS**, the Township of Jefferson will also adhere to all petty cash requirements set forth in N.J.S.A 40A: 5-21.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that a formal petty cash policy is hereby established.

ATTEST:

  
MICHELE REILLY, TOWNSHIP CLERK  
Dated: January 3, 2018

COUNCIL OF THE TOWNSHIP OF JEFFERSON:

  
DEBI MERZ, COUNCIL PRESIDENT

**CERTIFICATION:** I, Michele Reilly, Clerk of the Township of Jefferson, County of Morris, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Jefferson Township Council at a meeting held on January 3, 2018.

  
Michele Reilly, RMC, Township Clerk

NAME	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
Birmingham			X			
Finnegan	X		X			
Smith		X	X			
Dunham			X			
Merz			X			