

Town of Windsor, County of Broome, State of New York
RESOLUTION CREATING PETTY CASH POLICY

And

CREATING PETTY CASH FUND

Resolution #30-2016

PRESENT: Supervisor Carolyn W. Price
Deputy Supervisor William J. McIntyre
Councilman Timothy J. Bates
Councilwoman Lesa Hawk-Shuler
Councilman Gary M. Hupman

At a regular meeting of the Town of Windsor Town Board, held at the Town Hall on the 14th day of December, 2016, the following resolution was

OFFERED BY: Councilperson _____
SECONDED BY: Councilperson _____

WHEREAS, Pursuant to Town Law Section 64(1-a), a town can, by resolution establish a petty cash fund for any town officer or head of a department or office in the town;

WHEREAS, in accordance with Town Law section 64(1-a), the Petty Cash can be used for the payment, in advance of audit, of properly itemized and verified or certified bills for materials, supplies or services furnished to the town for the conduct of its affairs and upon terms calling for payment to the vendor upon the delivery of any such materials or supplies or the rendering of any such services, provided that moneys in any such fund also may be used for the purpose of making change when such is required in the performance of official duties;

WHEREAS, in accordance with Town Law section 64 (1-a), at the time of any payment from such fund, the officer for which the fund was established shall require delivery to him or her of a bill in form sufficient for audit by the town board as required by law,

WHEREAS, in accordance with Town law section 64 (1-a), at a meeting of the town board a list of all expenditures made from each such fund together with the bills supporting such expenditures, shall be presented to the town board for audit and the town board shall direct the supervisor to reimburse each petty cash fund from the appropriate budgetary item or items, in an amount equal to the totals of such bills which it shall so audit and allow, except that, in any such town in which there is a town comptroller, such list of expenditures, together with such bills shall be presented to said town comptroller for audit no later than the last day of each month and the supervisor shall so reimburse each petty cash fund in an amount equal to the total of such bills which the town comptroller shall so audit and allow;

WHEREAS, in accordance with Town Law section 64 (1-a), any of such bills or any portion of any of such bills which the town board or the town comptroller, as the case may be, shall refuse to audit and allow shall be the personal liability of the officer for which the fund was established and he or she shall promptly reimburse his petty cash fund in the amount of such disallowances and if such reimbursement has not been made by the time of the first payment of salary to such officer after the action of the town board or the town comptroller, as the case may be, in disallowing an amount so expended, such amount shall be withheld from his or her salary payment and, if necessary, subsequent salary payments and paid into the appropriate petty cash fund until an amount equal to the amount so disallowed has been repaid to such petty cash fund and any bond or undertaking filed by any town officer or department or office head shall be available to the town for recovery of any losses incurred by reason of the operation of the petty cash fund established for him or her; and

NOW THEREFORE, BE IT RESOLVED, Petty cash funds shall be established for the purpose allowed under Town law section 64(1-a), including but not limited to making change when required in the performance of official duties;

FURTHER RESOLVED, all aspects of establishing, and managing the petty case funds shall be done in compliance with the procedures, auditing standards and other requirements under Town Law section 64(1-a) and any other relevant sections of law, rules and regulations;

FURTHER RESOLVED, Individual petty cash expenditures are not to exceed \$50. If there are items to be purchased via petty cash which are questionable, please contact the Chief Financial Officer for clarification.

FURTHER RESOLVED, the petty cash funds are hereby established as follows:

Town Clerk	\$300.
Justice Stapleton	\$100.
Justice Tully	\$100

FURTHER RESOLVED, and be it this resolution shall take effect immediately.

Vote of the Board:

Supervisor Carolyn W. Price
Deputy Supervisor William J. McIntyre
Councilman Timothy J. Bates
Councilwoman Lesa Hawk-Shuler
Councilman Gary M. Hupman

Motion Approved.

Resolution Adopted: _____

CERTIFICATION

I, Barbara Rajner Miller, do hereby certify that I am the Town Clerk of the Town of Windsor and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Windsor at a meeting thereof held at the Windsor Town Hall, 124 Main Street, Windsor, NY on the **14th day of December, 2016**. Said resolution was adopted by the following roll call vote:

Supervisor Carolyn W. Price
Deputy Supervisor William J. McIntyre
Councilman Timothy J. Bates
Councilwoman Lesa Hawk-Shuler
Councilman Gary M. Hupman

Dated: _____ 2016
Town of Windsor Seal

Barbara Rajner Miller
Town Clerk of the Town of Windsor