

**THE COMMISSION OF FIRE DISTRICT NO. 1
IN THE CITY OF LAMBERTVILLE, COUNTY OF HUNTERDON**

Resolution #16-001

Resolution Authorizing Petty Cash Fund and Naming Custodian of Said Fund - 2016

WHEREAS, fire district operations require several small purchases to be made within the local area; and,

WHEREAS, paying small bills through the regular Fire Commission system is time consuming and costly; and,

WHEREAS, paying of such bills within a petty cash account will result in savings to the fire district;

NOW, THEREFORE BE IT RESOLVED, by the Board of Fire Commissioners of the City of Lambertville, Fire District #1, County of Hunterdon that the Finance Personnel shall be the custodian of said fund.

1. The fund shall house \$350.00.
2. Chief Matthew Hartigan will maintain and be responsible for said fund.
3. Chief Matthew Hartigan is the only individual authorized to access said fund.
4. Appropriate receipts shall be maintained concerning any expenditures from said fund.
5. This fund shall be replenished on a monthly basis, as necessary.
6. The Commissioners shall be provided with a summary of purchases from said fund, on a monthly basis.