

RESOLUTION NO. 12 - 2017

**RESOLUTION AUTHORIZING THE EXECUTIVE
DIRECTOR AND/OR APPROPRIATE OFFICERS TO
ESTABLISH AND MAINTAIN A NIGHT SUPERVISOR'S
BACKUP CHANGE FUND IN THE AMOUNT OF \$200.00**

ADOPTED: January 17, 2017

WHEREAS, The Parking Authority of the Town of Morristown has throughout its Parking System booth attendants that utilize an issued bank for making change for parking patrons; and

WHEREAS, the use of said booth attendant's issued bank offers the public the convenience of providing the appropriate and simplified change; and

WHEREAS, from time to time it is necessary to replenish the said booth attendant's issued bank when the change becomes depleted, leaving only larger bills, making providing change to the public difficult; and

WHEREAS, it is the desire of the Parking Authority of the Town of Morristown to provide the most convenient and appropriate change to the parking public and minimize any inconvenience to the parking public; and

WHEREAS, the Executive Director has confirmed that funding is available from the Special Revenue Account to fund the Night Supervisor's Backup Change fund; and

WHEREAS, the Parking Authority of the Town of Morristown has had the consent of its Auditor.

NOW, THEREFORE BE IT RESOLVED, by the Parking Authority of the Town of Morristown as follows;

1. The Night Supervisor, is hereby appointed custodian of said Backup Change Fund that is to be secured at all times. Night Supervisor is sole custodian of the bank and is responsible for its security, contents and obligation to maintain the appropriate denomination of change in coins and or bills in an amount equal to \$200.00. Use of the Backup Change Fund for any other reason is strictly prohibited.

2. Night Supervisor is to make this bank available to management for audit upon request. A log is to be maintained by the Night Supervisor verifying the total of the bank upon each time it is accessed.

I certify that the foregoing is a true copy of a Resolution introduced and adopted by the Parking Authority of the Town of Morristown at a meeting held on January 17, 2017.

DATED: January 17, 2017

Margret Brady, Secretary