

RESOLUTION NO. 30- 2017

**RESOLUTION ESTABLISHING A
BOOTH ATTENDANT'S BACKUP CHANGE BANK**

ADOPTED: March 21, 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, in the interest of employee safety, an MPA office based backup bank is the most practical and expeditious method of replenishment; 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 Booth Attendants Backup Change Bank, located in the MPA office is to be secured at all times. The MPA office staff is the 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 to be determined by the Executive Director not to exceed \$1000.00. Use of the Backup Change Fund for any other reason is strictly prohibited.

2. Booth Attendants Backup Change Bank is to be available to management for audit upon request. A log is to be maintained by the MPA office staff 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 March 21, 2017.

DATED: March 21, 2017

Margret Brady, Secretary