

HONEY BROOK TOWNSHIP
Resolution 7-2003
Expenditures and Payroll Check Signing Policy

WHEREAS, the Board of Supervisors desires to establish a policy for the orderly conduct of business consistent with the need to maintain security of public funds; and

WHEREAS, it is often necessary in the course of business to sign expenditure and payroll checks at times other than public meetings;

NOW, BE IT THEREFORE RESOLVED, THAT the Board of Supervisors of Honey Brook Township establishes the following policy with respect to signing checks for general expenditures and payroll obligations:

1. All checks, whether for general expenditures or for payroll from any fund, shall require two (2) original signatures. Rubber stamps shall not be authorized under any circumstances.
2. Checks written for general expenditures shall require the signature of two (2) Board members, unless the required number of Board members will not be available within twenty-four (24) hours of the required signatures.
 - a. If two (2) Board members are not available, one (1) Board member and the Township Manager are authorized to sign the checks.
 - b. If no Board member is available, the Township Manager and Administrative Assistant may sign expenditure checks under the following conditions:
 - [1]. Any individual check shall be for no more than \$500.
 - [2]. The payment is required to avoid a service charge or penalty.
3. Checks written to meet payroll obligations shall require the signature of one (1) Board member and the Township Manager, unless the required number of Board members will not be available within twenty-four (24) hours of the required signatures. If no Board member is available, the Township Manager and Administrative Assistant may sign payroll checks in an amount not to exceed \$3,000 per check.

RESOLVED, this 13TH day of August, 2003.

Michal A. Jany, Chairperson

Donald Johnson, Vice Chairperson

Michael J. Brown, Township Manager

D. Weston Darby, Jr., Member