

**MERCHANTVILLE-PENNSAUKEN WATER COMMISSION**

**RESOLUTION ADOPTING A CASH MANAGEMENT PLAN FOR THE 2020-2021 COMMISSION YEAR**

**WHEREAS**, the Cash Management Plan of the Merchantville-Pennsauken Water Commission for the reorganization period beginning July 9, 2020 and ending July 2021 has been presented for adoption before the governing body of the Merchantville-Pennsauken Water Commission at its open public meeting of July 9, 2020; and

**WHEREAS**, the New Jersey Statute N.J.S.A. 40A5-14 requires the establishment of a Cash Management Plan in accordance with the requirements of N.J.S.A. 40A5-14, *et seq*; and


**WHEREAS**, the Administrative Code at N.J.A.C.5:31-3.1 also require same; and

**WHEREAS**, the Cash Management Plan as attached and presented for adoption reflects the total funds and accounts covered by the Plan; and

**WHEREAS**, law and regulation and the public trust which is placed in this governmental entity require that monies held in any separate fund, i.e., operating fund general fund, capital fund, trust fund, and all escrow accounts shall be treated as monies held in trust, and shall not be diverted to any other purpose; and

**NOW THEREFORE, BE IT RESOLVED** by the governing body of the Merchantville-Pennsauken Water Commission, at an open public meeting held on July 9, 2020 that the Cash Management Plan of the Merchantville-Pennsauken Water Commission which is attached and is hereby adopted for the Commission Year period beginning July 9, 2020.

Merchantville-Pennsauken Water Commission By:

  
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Ronald S. Johnson, Commissioner and  
Secretary to the Commission

**MERCHANTVILLE-PENNSAUKEN WATER COMMISSION**  
**CASH MANAGEMENT PLAN**

JULY 9, 2020 UNTIL FURTHER ACTION OR REORGANIZATION

Pursuant to the requirements of N.J.S.A. 40A5-14, et. seq., the following is the Cash Management Plan the Merchantville-Pennsauken Water Commission Utilities Commission for the fiscal year indicated above.

**I. Identification of Funds and Accounts to Be Covered By the Plan.**

- a. Revenue Money Market
- b. Operating Checking
- c. Payroll Checking
- d. Legal/Court Fees
- e. Change Fund (Cash Drawers)
- f. Petty Cash Fund
- g. Escrow Fund
- h. Bond Funds
- i. Investments
- j. Certificates of Deposit
- k. P-Card Purchases

**II. Designation of Individuals Authorized to Make Deposits**

- a. Chief Operating Officer
- b. Director of Finance, or her/his designee(s)

**III. Designation of Depositories**

The designation of depositories shall be made by resolution at the annual reorganization meeting of the Commission. The resolution may be amended or supplemented as deemed by the Commission, they are;

PNC; Bank of America; TD Bank; BB&T; First Colonial Community Bank; Haddon Savings Bank; Santander Bank; Wells Fargo Bank, N.A.; Republic First Bank; South Jersey Federal Credit Union; New Jersey Cash Management, and any other GUDPA participating Bank/Financial institutions deemed necessary by the Treasurer and approved by the Commission during the year.

**IV. Deposit Policies**

All Commission funds received by any official or employee shall be deposited within 48 hours to an interest-bearing account in the name of the Commission.

**V. Accounts Held by the Trustee**

The accounts will be various according to the covenant of the bond or bond anticipation note issue or other lender.

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Approved by Commission – July 9, 2020 

## **X. Cancellation of Outstanding Checks**

Outstanding checks shall be addressed as follows:

- a) Checks not cashed at the monthly bank account reconciliation (statement) shall be left open until the following statement, if still not cashed, the Director of Finance shall;
  1. Wait until the next statement is received and ascertain if the check was cashed, if still not cashed, then;
  2. The Director of Finance shall notify the vendor (in writing) of the check number, date and amount that has not been cashed and 1.) If they never received the check, they are directed to sign the enclosed affidavit and return it. Upon receipt, the check will be voided and a new one issued and 2.) Should they still have the check, they will be directed to cash the check immediately.

## **XI. Conflict of Interest**

Any official of the Commission involved in the designation of the depositories, or in the authorization for investments as permitted pursuant to the Plan, or any combination of the proceeding, which has a material, business, or personal relationship with the organization, shall disclose that relationship to the Commission as appropriate.

## **XII. Approval, Amendment, and Administration of the Plan**

Cash Management Plan shall be approved annually by resolution and may be amended in order to reflect changes in Federal or State law or regulations, or in the designation of depositories, funds, investment instruments, or the authorization for investments. The Chief Operating Officer shall be charged with administering the Plan; however, any amendments to the plan shall be approved by the Treasurer on behalf of the Commission prior to implementation. The Director of Finance shall deposit or invest the monies of the Commission as designated or authorized by the Plan, and shall, thereafter, be relieved of any liability for loss of such monies due to the insolvency or closing of any depository designated by, or the decrease in value of any investments authorized by the Plan.