

MERCHANTVILLE-PENNSAUKEN WATER COMMISSION

RESOLUTION ADOPTING A CASH MANAGEMENT PLAN FOR THE 2023-2024 COMMISSION YEAR

WHEREAS the Cash Management Plan of the Merchantville-Pennsauken Water Commission for the reorganization period beginning July 13, 2023, and ending July 2024 has been presented for adoption before the governing body of the Merchantville-Pennsauken Water Commission at its open public meeting of July 13, 2023 ; and

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

WHEREAS the Administrative Code at N.J.A.C.5:31-3.1 also requires 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

WHEREAS the authorizing agreement creating the Commission requires that all expenditures be authorized by a vote of the majority of the members of the Commission, and

NOW THEREFORE, BE IT RESOLVED by the governing body of the Merchantville-Pennsauken Water Commission, at an open public meeting held on July 13, 2023, that the Cash Management Plan of the Merchantville-Pennsauken Water Commission which is attached and is hereby adopted for the Commission Year period beginning this day and continuing until replaced hereafter.

Merchantville-Pennsauken Water Commission By:



Commissioner and Secretary to the Commission
PRESIDENT

SEAL

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

JULY 13 , 2023, 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
- l. Project Fund Checking

II. Designation of individual's 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; First Colonial Community Bank; Haddon Savings Bank; Santander Bank; Wells Fargo Bank, N.A.; Republic First Bank; First Harvest 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.

MERCHANTVILLE-PENNSAUKEN WATER COMMISSION

CASH MANAGEMENT PLAN

July 13, 2023, UNTIL FURTHER ACTION OR REORGANIZATION

Pursuant to the requirements of N.J.S.A. 40A:5-14, 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
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- d. Legal/Com. Fees
- e. Change Fund (Cash Drawers)
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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, N.A. ; Bank of America, N.A. ; TD Bank , N.A.; First Colonial Community Bank; Haddon Savings Bank; Santander Bank, N.A. ; Wells Fargo Bank, N.A.; Republic First Bank; First Harvest Credit Union; Cornerstone Bank; 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 business hours to an interest-bearing account in the name of the Commission subject to bank and government holiday or emergency closures while being held in a Commission safe/vault.

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.

VI. Investment Policies

It shall be the responsibility of the Director of Finance, under the direct supervision of the Treasurer, to analyze the cash flow and to invest funds in legal investments so as to maximize interest earnings.

When investing funds in commercial savings banks, savings and loans, etc., the Director of Finance shall obtain a minimum of two (2) quotations and shall invest at the institution offering the highest effective rate. The Director of Finance may recommend which type of legal investment will best serve the needs of

the Commission and upon approval by the Treasurer is hereby authorized to place the funds in any such legal investments unless otherwise restricted by bond or loan covenant of the Commission.

The Director of Finance shall report monthly on all the investment transactions to the Commission as required by N.J.S.A. 40A:5-14 and 5-15.2.

VII. Securities Which May Be Purchased by or On Behalf of the Commission

- a. Certificates of Deposit in compliance with 40A:15-1(i).
- b. United States Treasury Bills or Notes

VIII. Disbursement Policies

No Commission funds shall be disbursed by the Director/Asst. Director of Finance prior to the approval of the Commission except for the monthly/quarterly payments listed below which are authorized by the Commissioners on an annual, semi-annual or intermittent basis:

- a. Debt Service Payments
- b. Payroll and Payroll Withholdings
- c. Petty Cash - \$500.00
- d. Pension Fund Payments
- e. HRA/FSA Funding.

IX. Designation of Individuals to Authorize Disbursements and Electronic Transfers

The Commission designation of individuals to authorize or sign for disbursements shall be made by resolution at the annual reorganization meeting of the Commission. The signatures of the following Commissioners shall be required on all checks issued for disbursement of monies and shall be communicated as limited authorizations to the bank/custodian:

- a) Operating Account - Treasurer or Assistant Treasurer and President or Vice-President.
- b) Payroll Account - Chief Operating Officer or Director of Engineering.
- c) Legal Account- any one of the following are authorized to sign, Vice-President, Treasurer, Assistant Treasurer, C.O.O. or Director of Engineering.
- d) HRA/FSA Account- C.O.O. authorizes transfers.
- e) Pension (NJ PERS) Contribution Transfers - Director/Asst. Director of Finance.
- f) Bank of America (P-Card) Transfers- Director/Asst. Director of Finance.
- g) Transfer within above accounts in same bank/custodian- Director/Asst. Director of Finance.

Electronic access and monitoring of all Commission Accounts and Assets is authorized for the C.O.O., the Director and Assistant Director of Finance. However, no other electronic access, disbursement, or transfers are authorized or permitted unless included within this Plan or authorized by a specific Resolution of the Commissioners.

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, who 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 instalments, 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.

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