

**R: 2016-37**

**A RESOLUTION OF THE  
TOWN OF PHILLIPSBURG, COUNTY OF WARREN,  
STATE OF NEW JERSEY AUTHORIZING A  
“CHANGE FUND” FOR USE BY THE TAX COLLECTOR’S OFFICE,  
THE CLERK/VITAL STATISTICS OFFICE, SEWER UTILITY OFFICE,  
CONSTRUCTION OFFICIAL OFFICE, MUNICIPAL COURT OFFICE  
MUNICIPAL POOL AND POLICE DEPARTMENT.**

**WHEREAS**, the Chief Financial Officer has advised that a “Change Fund” is necessary for the purpose of making change for cash payments for certain Town offices and departments; and

**WHEREAS**, the said Change Fund will be used for the sole purpose of making change and not for the purpose of paying bills.

**NOW, THEREFORE IT BE RESOLVED** by the Town Council of the Town of Phillipsburg, County of Warren, State of New Jersey, that a Change Fund is hereby re-established in the following amounts and for the following departments:

<u>Department</u>	<u>Amount</u>
Tax Collector	\$ 1,299.00
Clerk/Vital Statistics	\$ 50.00
Sewer Utility	\$ 500.00
Construction Official	\$ 50.00
Municipal Court	\$ 170.00
Town Pool/Snack Bar	\$ 25.00
Town Pool/Ticket Gate	\$ 125.00
Police Department/Bail Change	\$ 50.00

The said Change Fund is to be used for the sole purpose of making change and not for the purpose of paying any bills and said Change Funds are to have a constant balance in the amount in which they are established.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Chief Financial Officer shall make the appropriate adjustments and notations on his records for the purpose of establishing such Change Funds for the foregoing offices and departments.

### **CERTIFICATION**

I, Victoria L. Kleiner, Municipal Clerk for the Town of Phillipsburg, do hereby certify that the foregoing is a true copy of a resolution duly adopted by the Town Council at their February 16, 2016 meeting.

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Victoria L. Kleiner  
Municipal Clerk