

**RESOLUTION NO. 2015-16
NORTH NEWTON TOWNSHIP**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF NORTH NEWTON TOWNSHIP,
ADOPTING THE FOLLOWING INTERNAL CONTROLS FOR THE FINANCIAL OPERATIONS OF
NORTH NEWTON TOWNSHIP, CUMBERLAND COUNTY, PENNSYLVANIA**

WHEREAS, the Board of Supervisors of North Newton Township recognizes the importance of establishing prudent internal controls for the financial operations of North Newton Township and;

THEREFORE, the following internal controls are hereby established as operational policy.

1. The bank statements of North Newton Township shall be reconciled by utilizing the accounting software of North Newton Township. Reconciliations shall be made by the Administrative Assistant, who is not authorized to deposit or withdraw funds and is not a co-signer on the municipal checks; and
2. Signed receipts will be provided for cash paid for services;
3. The Board of Supervisors will conduct monthly and quarterly review of treasurer reports;
4. The Board of Supervisors, Secretary/Treasurer and Administrative Assistant will ensure all invoices and credit card purchases are legitimate and matched to receipts prior to payment and all check stubs are attached to invoices for municipal records;
5. The signature of both the Secretary/Treasurer and Chairman or member of the Board of Supervisors as appointed at the reorganization meeting will be required on all checks;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of North Newton Township to approve, adopt and place into immediate effect the Internal Controls for the Financial Operations of North Newton Township.

Adopted at the second annual budget meeting of the Board of Supervisors of North Newton Township held this 27th day of October, 2015.


Attest:

BY:


Bonnie L. Myers, Secretary

North Newton Township Board of Supervisors

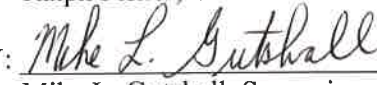
BY:


David R. Parthemore, Chairman

BY:


Ralph Fisher, Vice-Chairman

BY:


Mike L. Gutshall, Supervisor

CERTIFICATE

I, the undersigned, Secretary of the Board of Supervisors of North Newton Township, Cumberland County, Pennsylvania, certify that the foregoing is a true and correct copy of a Resolution of the Board of Supervisors which was duly enacted by affirmative vote of a majority of the members of the Board at a meeting duly held on October 27th, 2015; at which meeting a quorum was present; that said Resolution has been duly recorded in the Minute Book of the Township Board of Supervisors; that said Resolution remains in full force and effect, without amendment, alteration or repeal, as of the date of this Certificate.

I further certify that the meeting at which the Board adopted said Resolution was a public meeting duly held after giving public notice of the date, time and place of such meeting by posting and publishing such notice at the time and in the manner required by Act No. 84 of the General Assembly of the Commonwealth of Pennsylvania, approved July 3, 1986.

IN WITNESS WHEREOF, I set my hand and affix the official seal of the Township, this 27th day of October, 2015.


Secretary

10/27/15
Date