

Buena Vista Township Fire District No. 1

Cash Management Plan in accordance with N.J.S.A. 5:31-3.1

Buena Vista Township Fire District No. 1 shall, by resolution passed by not less than a majority of the full membership, adopt this cash management plan which shall include the designation of a depository as defined in N.J.S.A. 17:9-41 and may permit deposits in such depository as permitted in N.J.S.A. 17:9-44.

This cash management plan shall be designed to assure, to the extent practicable, the investment of Fire District funds in interest-bearing accounts, and may be modified from time to time by resolution in order to reflect changes in Federal or State law or regulations.

Handling of Funds

1. All moneys received by Buena Vista Township Fire District No. 1 from any source shall within 48 hours be deposited to the credit of Buena Vista Township Fire District No. 1 in its legal depository.
2. The Fire District shall not engage in the practice of cashing checks with public funds.
3. The Fire District shall not engage in the practice of making any loans to Fire District or Richland Volunteer Fire Company employees or members.

Approval and Payment of Claims (in accordance with N.J.S.A. 5:31-4.11)

1. Any person or party who submits a claim for payment from Fire District funds shall present a detailed invoice or bill of items, specifying how the invoice or bill is made up, and shall certify that the invoice or bill is correct.
2. All claims for payment shall include a certification of a Commissioner of Fire District No. 1 having knowledge of the facts, that goods have been received by or services rendered to Buena Vista Township Fire District No. 1.
3. The Board of Fire Commissioners of Buena Vista Township Fire District No. 1 shall approve or disapprove all claims for payment.
4. All claims approved for payment by the Fire District shall be recorded in the minutes of meeting of Buena Vista Township Fire District No. 1 and shall, upon approval of the minutes, be open to the public, in accordance with its Open Public Records Plan.
5. Payment of all claims shall be by check drawn upon Buena Vista Township Fire District No. 1, and shall be signed in ink by both the Chairman and the Treasurer of Buena Vista Township Fire District No. 1. The Secretary may be a substitute signature in the event of absence by one individual. All checks must have the payee and the amount completed prior to any signature; the signing of "blank" checks of the Fire District is prohibited.

Signature on Checks drawn upon Fire District Treasury (in accordance with N.J.S.A. 5:31-4.2)

At each reorganization meeting (every March), the Board of Fire Commissioners of Buena Vista Township Fire District No. 1 shall designate by resolution the individuals whose signatures shall appear on checks drawn upon the Treasury of the Fire District. The Chairman and the Treasurer shall always be designated, and if only two signatures are required the resolution shall so state.

Surety Bond for Fire District Employees (in accordance with N.J.S.A. 5:31-6.1)

Buena Vista Township Fire District No. 1 by resolution shall designate what Fire District officials are required to furnish a surety bond, and shall determine the minimum amount of the bond for each such official. Each individual handling funds shall be bonded in accordance with their responsibility. The current Statewide Insurance Plan (Joint Insurance Fund) which the Fire District holds in conjunction with Buena Vista Township provides surety bond coverage for all Fire District Commissioners/Officials, including the Treasurer.