

BOARD OF FIRE COMMISSIONERS
LOWER TOWNSHIP DISTRICT 3

CASH MANAGEMENT PLAN 2013

All revenues such as cash, tax, rebates, refunds etc shall be deposited into fire district accounts set up at Bank of America.

There shall be at least one interest bearing account along with one checking account for the purpose of paying bills. Funds may be transferred from account to account.

All bills shall be presented to the Board of Commissioners on each regularly or special meetings that are open to the public as advertised in the district's official newspaper. Furthermore all bills shall only be paid after majority approval has been made. No payment shall be made unless a properly executed voucher has been signed and presented. The only exceptions that do not require vouchers are listed below:

1. Utility bills such as but not limited to Comcast Cable, Verizon, Nextel, Atlantic City Electric, South Jersey Gas etc.
2. Bond and Lease principal and interest payments

The Treasurer at each scheduled meeting shall produce for approval an summary reconciliation of each banking account, a bill list and a budget of accounts showing actual vs budgeted.