

**Gloucester Township Fire District #6  
Cash Management Plan**

1. Purpose: To guide the investment of the District's idle cash during periods that it is not needed to meet obligations.

2. Approved Bank (GUDPA Approved Depository Bank):

Audubon Savings Bank

3. All money is to be invested in interest-bearing accounts with the aforementioned approved banks.

4. Designation of Accounts:

- a. Audubon Savings General Account (Interest Bearing) #0357901412
- b. Audubon Savings Payroll Account (Interest Bearing) #0357901404

5. Guidance:

- a) Funds are to be deposited in the interest bearing Audubon Savings General account #0357901412 within 48 hours of receipt.
- b) Audubon Savings General account #0357901412 will be used for payment of obligations other than payroll.
- c) Funds are to be transferred from Audubon Savings General account #0357901412 to Audubon Savings P/R account #0357901404 as required to meet payroll, payroll withholdings and employer payroll obligations. A minimal balance should be held in the account.
- d) Excess funds as deemed by the Board may be invested in Certificates of Deposit or Money Market Accounts in the above mentioned GUDPA approved Banks.
- e) Bills are to be paid only at official public meetings and must be accompanied by a District voucher signed by the vendor and three Board members, including the department head.
- f) No checks should be issued until a voucher is complete.
- g) The check must be signed by three Board members.
- h) EFT Payments-Monthly recurring utility, rental, exterminating and contractual bills may be paid using the Audubon bill-pay online program provided the following:
  - Submitted voucher has been signed by the vendor and three Commissioners.
  - The bill has been identified as an EFT by "M" (manual) on the bill list.
  - Either the Treasurer or Chairman signs the *Bill Pay* list authorizing the electronic transfer of funds.

## **Cash Management Plan, cont'd.**

- i) Payroll checks require the signatures of three Board members or may be paid by direct deposit in keeping with the system of internal accounting control. The ADP payroll service is in use.

### **6. Monthly Report:**

The Treasurer will be required to provide to the Board of Fire Commissioners the following financial information at the regular monthly meeting:

- a. An analysis explaining the annual budget amount, year to date expenditures and remaining budget amount.
  - b. All investments made or redeemed over the past month and certificates due to mature.
  - c. Each financial organization holding Fire District funds.
  - d. A report explaining budgeted amount, cash received and remaining budget amount. Also required will be a listing of all bank account balances and certificates of deposits. These are the only investment vehicles permitted.
  - e. All other information that may be required by the Board of Fire Commissioners.
7. In accordance with N. J. S. A. 40A : 5-14, as long as local funds are deposited or invested as designated by the Cash Management Plan, the Treasurer is relieved of any loss of such moneys due to insolvency or closing of any depository designated by, or for the decrease in value of any investment authorized by the cash management plan.
8. The Chief Financial Officer is the Treasurer of the Fire District, and he/she is charged with administration of the plan.

### **9. Cash Management Policy:**

The Board's Cash Management Policy is to consider security of investment, liquidity to meet obligations and yield in that order.

10. This Cash Management Plan is subject to audit by the auditors designated by the Board of Fire Commissioners for the annual district audit.
11. This Cash Management Plan is subject to change only by Resolution by a majority vote of the full Board of Fire Commissioners of District #6, Township of Gloucester. It may be amended by such vote during any official public meeting and does not preclude consideration of other GUDPA approval depository banks at such time.