

**BOROUGH OF LONGPORT  
RESOLUTION #2018-05**

**A RESOLUTION AUTHORIZING A CASH MANAGEMENT PLAN**

WHEREAS, it is the desire of the governing body to adopt a cash management plan to comply with the requirements of NJSA 40A:5-14 and to provide a guide to municipal officials and employees in carrying out their duties concerning the receipt and disbursement of all funds of the municipality.

WHEREAS, the following requirement shall be adhered to:

I. Statement of Purpose

The Cash Management Plan is prepared pursuant to the provisions of NJSA 40A:5-14 in order to set forth the basis for the deposit and investment of certain public funds of the Borough of Longport, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits, Transfers and the Permitted Investments will be done to insure the safety, liquidity, and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. Authorized Depositories

The Municipality shall annually designate the legal depositories, funds in certificates of deposits, and other time deposits in banks by resolution in accordance with NJSA 40A: 5-15.1, that must be covered by the Governmental Unit Depository Protection Act, NJSA 17:9-14 et seq. (GUDPA). The Municipality is also authorized to invest its assets in the New Jersey Cash Management Fund and the New Jersey Asset and Rebate Management program. This resolution may be amended or supplemented from time to time, as the Municipality deems necessary. Such resolution shall be deemed a part of the Cash Management Plan.

III. Authorized Signatures

The Municipality shall annually establish by resolution and adopted at its annual reorganization meeting the required signatories to all bank accounts.

IV. Identification of Funds and Accounts to be Covered by the Plan

The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough of Longport:

Current Fund  
Utility Fund

The following funds shall not be required to be maintained in interest bearing accounts:

Change Funds

Petty Cash Funds

Payroll Funds

Trust Funds – to the extent that the deposit of such funds to an interest bearing account would require by law the payment of interest to the provider of funds.

Checking Accounts – established for the express purpose of paying bills approved by the governing body. The balances in these funds shall be kept at the minimum amount required for the orderly operation of the account.

Compensating Balances – maintained for the purpose of obtaining specific services from financial institutions. Such accounts shall be established only under terms of written agreements approved by the governing body.

V. Designation of Officials of the Borough of Longport Authorized to Make Deposits, Transfers and Investments Under the Plan.

The Chief Financial Officer of The Borough of Longport and the CFO's designee are hereby authorized and directed to deposit, transfer and/or invest the funds referred to in the Plan. The CFO or CFO designee shall each have the authority to transfer and invest funds in excess of requirement in accordance with this plan in insured obligations, overnight repurchase agreements, collateralized repurchase agreements and certificates of deposit with eligible public depositories qualified by this plan.

In the absence of the Chief Finance Officer, the CFO's designee is authorized to transfer required funds to the payroll and checking accounts for the purposes of, and to the extent necessary for, issuance of required payroll and payment of claims and payables.

Prior to making any such Deposits, Transfers, or any Permitted Investments, such officials of the Borough of Longport are directed to supply to all active depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan.

No municipal funds shall be disbursed by any municipal official prior to approval of the governing body except for:

Debt Service payments  
Investments and/or Transfers to/from Longport Current,  
Utility or Trust Funds.  
Payroll turnovers to agencies  
Discount vouchers or immediate needs  
Pension Payments  
Health Benefit Payments

Debt Service payments, health benefit payments, discount vouchers and immediate needs must be ratified after payment.

VI. Responsibilities

The Chief Finance Officer or Designee of the Chief Finance Officer:

- a. Shall ensure that all funds held by the Borough are safeguarded in accordance with these procedures and applicable law.

- b. Shall maximize the Borough’s interest income by prudently investing funds in excess of immediate needs in assets providing a high level of security for both principal and interest earnings, and in accordance with the rules and regulations of the State of New Jersey and the Borough’s Bond Documents.
- c. Shall maintain records of all Borough bank accounts, investments, and certificate of deposits.
- d. Shall insure adequate separation of duties between authority to transfer or invest funds and the responsibility for recording in, accounting for and reconciling the Borough’s ledgers and other books of account.
- e. Shall provide a monthly report that provides the summary of financial balances for revenues and appropriations.
- f. Shall provide a report that summarizes investment made or redeemed in the past month, each organization holding local unit funds, and the amount of securities purchased or sold, class or type of securities purchased, book value, earned income, fees incurred, and market value of all investments as of the report date, and any other information that the governing body may request or the CFO deems prudent to report.

**VII. Liability**

Provided that local unit funds are deposited or invested as designated or authorized by this cash management plan, the Chief Financial Officer and the CFO designee is relieved of any liability for any loss of such moneys due to the insolvency or closing of any depository designated by, or for the decrease in value of any investment authorized by, the cash management plan.

**VIII. Audit**

This plan, and all matters pertaining to the implementation of it, shall be subject to the Municipality’s annual audit.

NOW, THEREFORE, BE IT RESOLVED, that the above cash management plan be adopted by the governing body of the Borough of Longport, effective for the 2018 calendar year.

RECORD OF GOVERNING BODY VOTE ON FINAL PASSAGE						
COMMISSION	AYE	NAY	N.V	A.B.	MOT.	SEC.
RUSSO	X					
LEEDS	X				X	
LAWLER	X					X
X-Indicates Vote    NV-Not Voting    AB-Absent    MOT-Motion    SEC-Second						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk’s Office.

DATE OF ADOPTION:  
01/02/2018

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MATTHEW CONLON, ACTING MUNICIPAL CLERK