RESOLUTION R:04-2024

TOWNSHIP OF MONROE CASH MANGEMENT PLAN

BE IT RESOLVED, by the Council of the Township of Monroe, County of Gloucester that for the year 2024, the following shall serve as the Cash Management Plan of the Township of Monroe.

The Chief Financial Officer is directed to use this Cash Management Plan as the guide in depositing and investing the Monroe Township funds.

TOWNSHIP OF MONROE

Gloucester County, New Jersey

CALENDAR YEAR 2024 CASH MANAGEMENT PLAN

1. **Cash Management and Investment Objectives**

The Township of Monroe objectives in this area are:

- Preservation of capital.
- Adequate safekeeping of assets.
- Maintenance of liquidity to meet operating needs.
- Diversification of the Township's portfolio to minimize risks associated with individual investments.
- Investment of assets in accordance with State and Federal Laws and regulations.

2. **Designation of Official Depositories**

I. At least once each calendar year at its organization meeting, the Township Council shall by resolution, designate the depositories for the Township in accordance with *N.J.S.A. 40A:5-14*. The designated depositories for Calendar Year 2024 are listed as follows:

- TD BANK, N.A.
- MONROE SAVINGS AND LOAN
- PNC BANK
- MBIA MUNICIPAL INVESTORS SERVICE CORP
- NEW JERSEY CASH MANAGEMENT FUND
- BANK OF AMERICA
- NEWFIELD BANK
- INVESTORS BANK

RESOLUTION R:04-2024

TOWNSHIP OF MONROE CASH MANGEMENT PLAN

- FULTON BANK
- SOUTH JERSEY FEDERAL CREDIT UNION
- PARKE BANK
- FIRST BANK OF WILLIAMSTOWN

II. Designated official depositories are required to submit to the Chief Financial Officer, a copy of the Governmental Unit Deposit Protection Act Notification of eligibility, which is filed semi-annual with the Department of Banking each June 30th and December 31st of each year.

III. Designated official depositories are required to submit to the Chief Financial Officer a copy of the institution's "Annual Report" on an annual basis.

3. <u>Cash Management</u>

- All funds shall be deposited within 48 hours of receipt in accordance with *N.J.S.A. 40A:5-15*.
- The Chief Financial Officer shall minimize the possibility of idle cash accumulating in accounts by assuring that the amounts in excess of negotiated compensating balances are kept in interest bearing accounts or promptly swept into the investment portfolio.
- The method of calculating banking fees and compensating balances shall be reviewed at least annually.
- Investment decisions shall be guided by the cash flow projections prepared by the Chief Financial Officer.

4. <u>Permissible Investments</u>

- Obligations – Treasury Bills, Notes and Bonds
- Certificate of Deposits
- Repurchase Agreements
- Savings Bank Accounts
- Federal Agency Bonds
- Bonds or Other Obligations of the County, Municipality or School District
- New Jersey Cash Management Fund
- MBIA Municipal Investors Service Corp.
- Mutual Funds purchased and redeemed only through the use of National or State banks located within the State.

5. <u>Authority for Investment Management</u>

- The Chief Financial Officer is authorized and directed to make investments on behalf of the Township. All investment decisions shall be consistent with this plan and all appropriate regulatory constraints.

RESOLUTION R:04-2024

TOWNSHIP OF MONROE CASH MANGEMENT PLAN

6. Safekeeping

- Securities purchased on behalf of the Township, shall be delivered electronically or physically to the Township's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the Township.

7. Reporting

- The Chief Financial Officer shall report to the Town Council all purchases of investments in accordance with *N.J.S.A. 40A:5-15.2.*
- *N.J.S.A. 40A:2-28* provides that the Governing Body may designate a financial officer of the Town to sell bond anticipation notes, tax anticipation notes and capital notes at private sale.
- The Chief Financial Officer is hereby authorized to sell at private sale all bond anticipation notes, tax anticipation notes and capital notes in connection with any and all bond ordinances including school bonds and general obligation bonds, provided that the Chief Financial Officer upon making any such sale shall report in writing to the Governing Body at the next meeting following any such sale the principal amount, interest rate and maturities of the notes sold, the price obtained and the name of the purchaser.

8. Audit

- The Cash Management Plan shall be subject to annual audit conducted pursuant to *N.J.S.A. 40A:5-4.*

9. Disposition of Abandoned Property

- The Chief Financial Officer shall escheat to the State of New Jersey, checks, which remain outstanding for twelve or more months after the date of issuance.

10. Bad Checks

- The Town Council of the Township of Monroe has approved that the Return Check Charge is hereby fixed and until modified by further resolution at Twenty-Five Dollars ($25.00) plus the amount of the return check charge to the Township by the bank or other financial institution.

11. Taxes - Refunds and Interest Charges

- *N.J.S.A. 40A:5-17.1* provides that a municipality may authorize the processing of tax refunds of less than Five Dollars ($5.00) and the cancellation of tax delinquencies of less than Five Dollars ($5.00).
- The Town Council of the Township of Monroe now states that the Tax Collector, be and hereby is authorized to process, without any further action on the part of the governing body, any property tax refund of less than Five Dollars ($5.00).

RESOLUTION R:04-2024

TOWNSHIP OF MONROE CASH MANGEMENT PLAN

- The Town Council of the Township of Monroe now states that the Tax Collector, be and hereby is authorized to process, without further action on the part of the governing body, the cancellation of any property tax delinquency of less than Five Dollars ($5.00).
- The Town Council of the Township of Monroe now states that the rate of interest on unpaid taxes and sewer bills as well as the amount required to redeem Tax Sale Certificates, shall be eight (8) percent per annum on the first One Thousand Five Hundred Dollars ($1,500.00) of delinquency and eighteen (18) percent per annum on any amount in excess of One Thousand Five Hundred Dollars ($1,500.00) to be calculated from the date the tax was payable until the date of actual payment, provided that no interest shall be charged if payment of any installment is made on or before the tenth calendar day following the date upon which the same became payable.
- In addition to the interest provided above, on all delinquencies in excess of Ten Thousand Dollars ($10,000.00) and which are not paid prior to the end of the fiscal year, the Tax Collector shall also collect a penalty of six (6) percent of the amount of the delinquency in excess of Ten Thousand Dollars ($10,000.00).
- *N.J.S.A. 54:5-61* provides that a municipality holding a Tax Sale Certificate may charge a two (2) percent penalty on the amount due over $200.00 up to $5,000.00, four (4) percent up to $10,000.00 and six (6) percent in excess of $10,000.00.

12. <u>Authorized Signatures on Municipal Accounts</u>

- The Mayor and Chief Financial Officer are authorized as the designated signatories on all Municipal Accounts. The Business Administrator will be the alternate signature.
- Any manual check prepared must bear at least one live signature from the Mayor, Chief Financial Officer or Business Administrator.
- All checks must have two valid signatures from the above signatories.

13. <u>Authorized Signatures on Municipal Court Accounts</u>

- The Court Administrator and Deputy Court Administrators are authorized as the designated signatories on all Municipal Court Accounts. The Municipal Judge will be the alternate signature.

BE IT FURTHER RESOLVED, by the Township Council of the Township of Monroe, that this Resolution shall take effect on the 4th day of January 2024.

ADOPTED at a meeting of the Township Council of the Township of Monroe on January 4, 2024.

RESOLUTION R:04-2024

TOWNSHIP OF MONROE CASH MANGEMENT PLAN

TOWNSHIP OF MONROE

_____

COUNCIL PRESIDENT

ATTEST:

_____

Twp. Clerk, Aileen Chiselko, RMC
or Deputy Clerk, Jennifer Harbison, RMC

CERTIFICATION OF CLERK

The foregoing Resolution was duly adopted at a meeting of the Township Council of the Township of Monroe, County of Gloucester, State of New Jersey, held on the 4th day of January 2024 in the Municipal Complex located at 125 Virginia Avenue, Williamstown, New Jersey.

_____

Twp. Clerk, Aileen Chiselko, RMC
or Deputy Clerk, Jennifer Harbison, RMC

ROLL CALL VOTE

	AYES	NAYS	ABSTAIN	ABSENT
Cncl. Adams				
Cncl. Fox				
Cncl. Garbowski				
Cncl. Heverly				
Cncl. McKinney				
Cncl. O'Reilly				
Cncl. Valcourt				
Tally:				