

**BOROUGH OF NEWBURG**  
**RESOLUTION NO. 2020- 021**

**A RESOLUTION OF THE BOROUGH COUNCIL FOR THE BOROUGH OF NEWBURG,  
CUIMBERLAND COUNTY, PENNSYLVANIA, APPOINTING AND AUTHORIZING SIGNERS OF  
CHECKS AND INVESTMENTS**

WHEREAS, the Borough Council for the Borough of Newburg recognizes the importance of prudent fiscal management, including providing sufficient internal accounting controls; and

WHEREAS, the Borough staff practices internal accounting controls as set forth by resolution, including but not limited to, separation of duties for check-writing and balancing of accounts; verification of documentation including, but not limited to, review of invoices for accuracy, matching invoices with delivery tickets as applicable, reconciliation of bank accounts monthly and general ledger journals quarterly and submittal of corresponding monthly Treasurer's Reports and Quarterly Financial Reports to the Borough Council; requiring, at least, two (2) approved signatures on all checks, annual audit performed by authorized auditors and Council approval of expenditures; and

WHEREAS, the Borough Council also designates approved signers of checks and financial instruments on behalf of and at the direction of the Borough Council.


NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Newburg to hereby require the continued practice and policy of two signatures on all checks issued by the Borough and amend the approved signers of checks for the Borough Council of the Borough of Newburg to be: Melissa Negley, and either Amber Metcalfe or Monica Logan.

Adopted at a public meeting of the Borough Council for the Borough of Newburg, held this 20 day of July, 2020.

ATTEST:

  
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Secretary

BOROUGH OF NEWBURG

  
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Nathan Shoemaker, President