

**BOROUGH OF NEWBURG  
RESOLUTION NO. 2021-001**

**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:

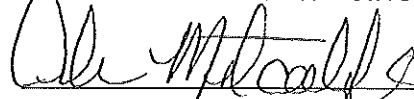
1. Amber Metcalfe
2. Monica Logan
3. Melissa Negley

Adopted at a public meeting of the Borough Council for the Borough of Newburg, held this 4th day of January, 2021.

**ATTEST:**

  
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Secretary

**BOROUGH OF NEWBURG**

  
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Council President