

**TOWN COUNCIL OF THE TOWN OF MORGANTOWN, INDIANA**

**ORDINANCE 2022-05**

**AN ORDINANCE ESTABLISHING A CASH CHANGE FUND**

**WHEREAS**, IC 36-1-8-2 authorizes the fiscal body of an Indiana town to permit any of its officers or employees, having a duty to collect cash revenues, to establish a Cash Change Fund;

**WHEREAS**, the Town Council, as the fiscal body for the Town of Morgantown (“Town”), has decided to permit the Town’s utility clerk to establish a Cash Change Fund and;

**WHEREAS**, a Cash Change Fund must be established by a warrant, drawn on the appropriate fund of the Town, in favor of the officer or employee for whom a Cash Change Fund is established, in an amount determined by the Town Council, without need for appropriation;

**NOW, THEREFORE, BE IT HEREBY ORDAINED** by the Town Council of the Town of Morgantown, Indiana as follows:

**Section 1.**     Fund authorized and permitted.

- (A) Any Town officer or employee having a duty to collect cash revenues, with the approval and consent of the Town’s Clerk Treasurer, may be authorized and instructed to establish a Cash Change Fund.
- (B) To establish a Cash Change Fund a Town officer or employee, having a duty to collect cash revenues shall convert, to cash, a warrant drawn against a fund or funds designated and in amounts approved by the Town Council.
- (C) The officer or employee shall then use that cash to make change when collecting cash and shall account for it in the same manner as is required for other funds of the Town.
- (D) A Cash Change Fund to be used for utility business shall be funded from the operating fund of the applicable utility.
- (E) Each Cash Change Fund shall be maintained and accounted for by the officer or employee in whose favor it is established, who shall be held individually responsible for the custody and safekeeping of the cash.
- (F) All cash in a Cash Change Fund, when that fund is no longer needed or upon termination of the officer’s or employee’s tenure or employment with the Town, shall be returned to the fund from which it was originally drawn.
- (G) A Cash Change Fund for utility business is hereby authorized and approved and the Town’s utility clerk is hereby authorized, approved, and instructed to convert, to

cash, a warrant drawn against the Town's utility funds, for the purpose of making change, and to individually maintain and account for the cash in that fund.

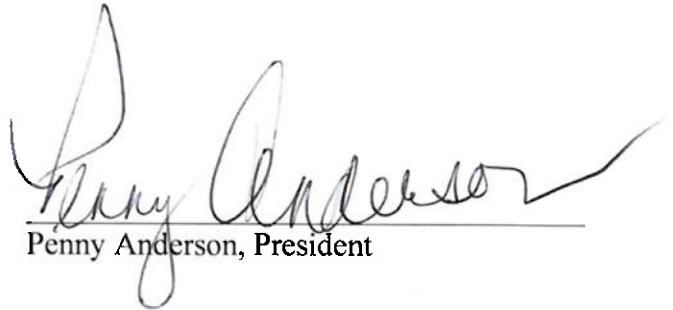
**Section 2.**     Authorized Cash Change Fund and Amount.

<b>Name of Account</b>	<b>Amount</b>	<b>Fund Type</b>	<b>Custodian</b>
Morgantown Utilities	\$150.00	Cash Change	Utilities Clerk

**Section 3.**     This Ordinance shall be effective upon its final adoption.

Introduced and adopted on first reading by the Town Council of the Town of Morgantown on the 11<sup>th</sup> day of July, 2022.

Adopted on second and final reading by the Town Council of the Town of Morgantown on the 11<sup>th</sup> day of July, 2022.

  
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Penny Anderson, President

ATTEST:   
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Sharon McIntosh, Clerk-Treasurer