

**RESOLUTION**  
APPOINTMENT OF PRESIDENT  
(DEPUTY MAYOR)

**RES - 01**  
**BOT 4-4-2016**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted as amended by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that TRUSTEE \_\_\_\_\_, be and he hereby is designated as President of the Board of Trustees with the power to act as Mayor of the Village of Port Chester, New York, in case of the Absence or sickness of the Mayor, in which event, he shall have all the powers, rights and privileges, and be subject to all the duties of the Mayor of the Village until recovery or return of said Mayor who shall have been absent or sick.

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:** April 5, 2016

RES - 02  
BOT 4-5-2016

**RESOLUTION**

**APPOINTMENT OF VILLAGE TREASURER**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the

following resolution was adopted by the Board of Trustees of the Village of Port Chester,

New York:

RESOLVED, that LEONIE DOUGLAS, be and she hereby is appointed TREASURER for the Village of Port Chester, New York, said appointment to be effective immediately and to expire on April 4, 2018, at an annual rate of compensation of \$129,642.00 or as heretofore adopted by the Board of Trustees, to be paid every two weeks; and be it further

RESOLVED, that her bond as said Treasurer be and the same is hereby fixed at \$50,000.00.

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:** April 5, 2016

RES - 03

BOT 4-5-2016

**RESOLUTION**

**APPOINTMENT OF REGISTRAR OF VITAL STATISTICS**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that Vita Sileo, be and she hereby is appointed REGISTRAR OF VITAL STATISTICS of the Village of Port Chester, New York, for a term effective immediately and to expire April 4, 2017; and be it further

RESOLVED, that his bond as said Clerk be and the same is hereby fixed at \$50,000.00.

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:** April 5, 2016

RES -04

BOT 4-5-2016

**RESOLUTION**

**APPOINTMENT OF VILLAGE PROSECUTOR – VEHICLE AND TRAFFIC  
(Assistant District Attorney)**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that MAX DIFABIO, be and hereby is appointed Village Prosecutor – Vehicle and Traffic (Assistant District Attorney) for the Village of Port Chester, at an annual compensation of \$4,000.00 or as heretofore adopted by the Board of Trustees, payable every two weeks, said appointment to be effective immediately and to expire on April 4, 2017.

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:** April 5, 2016

RES -05

BOT 4-5-2016

**RESOLUTION**

**APPOINTMENT OF VILLAGE PROSECUTOR - CODE ENFORCEMENT  
(Assistant District Attorney)**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_ the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that FRANK CERVINKA, be and he hereby is appointed Village Prosecutor – Code Enforcement (Assistant District Attorney) for the Village of Port Chester, at an annual compensation of \$31,500.00 or as heretofore adopted by the Board of Trustees, payable every two weeks, said appointment to be effective immediately and to expire on April 4, 2017, and be it further

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:** April 5, 2016

**RESOLUTION**  
**RECEIVER OF TAXES**

<b>RES -06</b> <b>BOT 4-5-2016</b>
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On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, Title IV, Section 2A of the Village Charter provides that the Village Board of Trustees may appoint the Rye Town Receiver of Taxes as the Receiver of Taxes for the Village of Port Chester; and

WHEREAS, the Town of Rye has appointed Nicholas Mecca as Rye Town Receiver of Taxes. Now, therefore, be it

RESOLVED, that Nicholas Mecca, be appointed Receiver of Taxes, effective immediately, with term to expire April 4, 2017.

**ROLL CALL**

**AYES:**  
**NOES:**  
**ABSENT:**

**DATE:** April 5, 2016

**RESOLUTION**  
**AUDITOR OF CLAIMS**

**RES - 07**  
**BOT 4-5-2016**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that the Village Manager, be and is hereby appointed as Auditor to audit and direct the payment of claims against the Village, with a term to expire on April 4, 2017.

**ROLL CALL**

**AYES:**  
**NOES:**  
**ABSENT:**

**DATE:** April 5, 2016



**RES - 09**  
**BOT 4-5-2016**

**RESOLUTION**

**TRAINING SCHOOLS, EDUCATION SESSION ETC.  
FOR VILLAGE OFFICERS, DEPARTMENT HEADS & EMPLOYEES**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the

following resolution was adopted by the Board of Trustees of the Village of Port Chester,  
New York:

WHEREAS, Section 77-b of the General Municipal Law authorizes municipal officials and employees to attend training schools, educational sessions, etc., conducted for the benefit of the local government; and

WHEREAS, it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality; and

RESOLVED, that the officers, department heads and employees for whom monies have properly been budgeted may attend training schools, education sessions and other meetings that may be beneficial to the carrying out of their official duties and which have been approved by the Village Manager prior to attendance; and be it further

RESOLVED, that this resolution shall take effect immediately.

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:** April 5, 2016

**RESOLUTION**  
**MILEAGE REIMBURSEMENT**

**RES - 10**  
**BOT 4-5-2016**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, the Board of Trustees of the Village of Port Chester has determined to pay a fixed rate for mileage reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village. Now therefore, be it

RESOLVED, that the Mayor and Board of Trustees approves reimbursement to such officers and employees at the rate of \$0.575 per mile.

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:** April 5, 2016

**RES - 11**

**BOT 4-5-2016**

**RESOLUTION**

**OFFICIAL NEWSPAPERS OF THE VILLAGE OF PORT CHESTER**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that the Journal News and the Westmore News are hereby designated as the Official Newspapers of the Village of Port Chester for the ensuing official year.

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:** April 5, 2016

**RESOLUTION**  
**INVESTMENT POLICY FOR THE**  
**VILLAGE OF PORT CHESTER**

**RES - 12**  
**BOT 4-5-2016**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, pursuant to General Municipal Law, Section 39, local governments in the State of New York, including villages, are required to adopt a comprehensive written investment policy; and

WHEREAS, local governments are required to review their investment policies on an annual basis; and

WHEREAS, the Village of Port Chester has reviewed its policy since adoption in 1993; now, therefore, be it

RESOLVED, that the Board of Trustees does hereby approve and adopt the attached Investment Policy for the Village of Port Chester.

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:** April 5, 2016

## **INVESTMENT POLICY FOR THE VILLAGE OF PORT CHESTER**

### **I. SCOPE**

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity of individual.

### **II. OBJECTIVES**

The primary objectives of the local government's investment activities are, in priority order,

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain a reasonable rate of return (yield).

### **III. DELEGATION OF AUTHORITY**

The governing board's responsibility for administration of the investment program is delegated to the Village Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

### **IV. PRUDENCE**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Village of Port Chester to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

### **V. DIVERSIFICATION**

It is the policy of the Village of Port Chester to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

**VI. INTERNAL CONTROLS**

It is the policy of the Village of Port Chester for all moneys collected by any officer or employee of the government to transfer those funds to the Village Treasurer within five (5) days of deposit, or which the time period specified in law, whichever is shorter.

The Village Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management’s authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

**VII. DESIGNATION OF DEPOSITARIES**

The banks and trust companies authorized for the deposit of monies up to the following maximum amounts are:

<u>Depository Name</u>	<u>Maximum Amount</u>
JP Morgan Chase, N.A.	25,000,000
TD Bank	20,000,000
M & T Bank	15,000,000

**VIII. COLLATERALIZING OF DEPOSITS**

In accordance with the provisions of General Municipal Law, §10, all deposits of the Village of Port Chester, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of “eligible securities” with an aggregate “market value”, as provided by General Municipal Law, §10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
2. By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a

bank that is in compliance with applicable federal minimum risk-based capital requirements.

3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims - paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

## **IX. SAFEKEEPING AND COLLATERALIZATION**

Eligible securities used for collateralizing deposits shall be held by (the depository and/or a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Village of Port Chester or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

## **X. PERMITTED INVESTMENTS**

As authorized by General Municipal Law, §11, the Village of Port Chester authorizes the Village Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America;

- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations issued pursuant to LFL §24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the (Village of Port Chester);
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.
- Certificates of Participation (COPS) issued pursuant to GML, §109-b,
- Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML, §6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Village of Port Chester within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Village of Port Chester within two years of the date of purchase.

## **XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Village of Port Chester shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments, which can be made with each financial institutions or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Village of Port Chester. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Village Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

## **XII. PURCHASE OF INVESTMENTS**

The Village Treasurer is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific

program has been authorized by the governing board.

3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Village of Port Chester by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, §10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

### **XIII. REPURCHASE AGREEMENTS**

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations of agencies of the United State of America where principal and interest are guaranteed by the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

Appendix A  
Schedule of Eligible Securities

- \_\_\_\_\_ (i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- \_\_\_\_\_ (ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.
- \_\_\_\_\_ (iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
- \_\_\_\_\_ (iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- \_\_\_\_\_ (v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- \_\_\_\_\_ (vi) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- \_\_\_\_\_ (vii) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- \_\_\_\_\_ (viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- \_\_\_\_\_ (ix) Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- \_\_\_\_\_ (x) Commercial paper and bankers' acceptance issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.
- \_\_\_\_\_ (xi) Zero coupon obligations of the United States government marketed as "Treasury strips".

**RESOLUTION**  
**FUND BALANCE POLICY**

<b>RES -13</b> <b>BOT 4-5-2016</b>
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On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that the Board of Trustees hereby adopts the Fund Balance Policy for the Village of Port Chester, copy of which is annexed and made a part of this resolution.

**ROLL CALL**

**AYES:**  
**NOES:**  
**ABSENT:**

**DATE:** April 5, 2016

**Village of Port Chester, New York**  
**Fund Balance Policy**

**Purpose**

The Village of Port Chester has enacted the following policy in an effort to ensure financial security and stability in a volatile economic environment.

Reserve funds (which essentially are a legally authorized savings account for particular specific purposes) are an important component in the Village's financial planning for specific expenses, future projects, acquisitions and other lawful purposes. To this end the Village may establish and maintain reserve funds in accordance with New York State Laws. The Village will also consider rules and/or opinions issued by the New York State Comptroller when they are not in conflict with law.

The Village reserve funds must be properly established and maintained to promote the goals of creating an open, transparent and accountable use of public funds. The Village may engage independent experts and professionals, including but not limited to auditors, accountants and other financial and legal counsel, as necessary to monitor all reserve fund activity and prepare reports that the Village may require.

The Village's primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The Village also seeks to maintain the highest possible credit ratings which are dependent, in part, on the Village's maintenance of a healthy fund balance.

**Definitions**

**Fund Balance:** Fund balance is the difference between the assets and liabilities reported in a governmental fund. Fund balance is not necessarily the cash balance of the Village, the fund balance consists of other assets as well such as money due from the state and federal government, and accounts receivable. Fund balances are classified into various components depending on the limitations placed on the use of the funds. The hierarchy indicates the extent to which a government is bound to observe spending constraints that govern how it can use amounts reported in the governmental funds balance sheet.

The Village shall comply with the reporting requirements of Article 3 of General Municipal Law of the State of New York and the Governmental Accounting Standards Board (GASB) Statement Number 54, Fund Balance Reporting and Governmental Fund Type Definitions. GASB Statement Number 54 established the following classifications depicting how specific amounts can be spent:

**Nonspendable** fund balance consists of amounts that are not in a spendable form in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, and financial assets held for resale.

**Restricted** fund balance consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by grantors, bondholders or laws and regulations of higher levels of governments; or through constitutional provisions or enabling legislation.

**Committed** fund balance consists of amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

**Assigned** fund balance consists of amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.

**Unassigned** fund balance consists of amounts that are available for any purpose; these amounts are reported only in the General Fund.

### **Policy Statement**

The fund balance of the Village of Port Chester General Fund has been accumulated to provide stability and flexibility to respond to unexpected adversity and/or opportunities.

The objective is to maintain an unrestricted fund balance of not less than 10% of annual appropriations for the fiscal year.

Village finances will be managed so as to maintain balances of the of the General Fund at level sufficient to mitigate current and future risks, such as revenue shortfalls and unanticipated expenditures, ensure stable tax rates and user fees, and protect the Village's creditworthiness. The decision to retain an unrestricted fund balance of not less than 10% of fund appropriations stems from the following:

- This amount provides adequate funding to cover approximately one and a half months of expenditures.
- This amount provides the liquidity necessary to accommodate the Village uneven cash flow due to its inherent semi annually tax collection schedule.
- The Government Finance Officers Association recommends the minimum General Fund unrestricted fund balance to be maintained should be between 5%-15% of current operating expenditures.

The Village Board will set aside certain amounts as committed fund balance. Amounts are to be determined by the Village Manager based on the need for extraordinary operating or capital that could not be anticipated and cannot be funded with current budget resources.

The Village Manager will set aside committed fund balances equal to the amount of outstanding purchase orders or encumbrances.

The Village Board delegates to the Village Manager the authority to determine the proper amounts to be assigned for purposes as are deemed necessary. This would provide the liquidity to respond to contingent liabilities and provide for capital asset replacements.

Effective as of the year ending May 31, 2012, unassigned fund balance shall be any remaining amounts.

The Village will spend, as allowed and available, the most restricted dollars before less restricted in the following order:

- a) Nonspendable (if funds become spendable)
- b) Restricted
- c) Committed
- d) Assigned
- e) Unassigned

The Village will be mindful of its role and responsibility as a fiduciary of public funds when acting on reserve fund issues.

This policy may be updated as deemed necessary per the Village Board of Trustees.

**RESOLUTION**  
JOURNAL ENTRY POLICY

<b>RES -14</b> <b>BOT 4-5-2016</b>
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On motion of TRUSTEE \_\_\_\_\_ seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that the Village of Port Chester does hereby adopts the annexed Journal Entry Policy, which is intended for the internal controls for the post of journal entries:

**ROLL CALL**

- AYES:**
- NOES:**
- ABSENT:**

**DATE:** April 5, 2016

## *Accounting/Payroll*

### **VILLAGE OF PORT CHESTER FINANCE DEPARTMENT** **MANUAL JOURNAL ENTRY PROCEDURES**

The Village of Port Chester recognizes that manual journal entries are needed and made for various reasons including but not limited to: record revenues and expenditures, to transfer funds, or to record balance sheet accruals. These procedures are being established in order to create proper segregation of duties. (i.e. there should always be an approval by a person other than the preparer of the journal entry.) Based on the need for manual journal entries, the following policy is being established to document procedures on how journal entries are expected to be processed:

1. Journal entries for all funds/departments will be entered by the Accountant or another qualified person in the Finance Department. The individual entering the journal entry should pay close attention that the correct posting date and fiscal period are used.
2. Appropriate documentation/support shall be included with the journal entry.
3. The Treasurer will review all journal entries deemed to be of a nonrecurring nature. If a journal entry is determined to be appropriate, the Treasurer or Accountant will ensure each entry is properly coded, in balance and entered for the correct period. In the event that a journal entry is prepared by the Treasurer, it will be reviewed and approved by the Accountant.
4. The Treasurer after completing this review and determining the journal entry is correct will then approve and post the journal entry.
5. The person responsible for cash receipts, whom is independent of the month-end bank reconciliation, shall not prepare, review or post any journal entries to cash accounts.
6. The person responsible for preparing payroll journal entry, who is independent of the month-end bank reconciliations for any bank account affected by payroll, shall not prepare, review or post any journal entries to the payroll cash account or trust & agency accounts.
7. These procedures are being established in order to create proper segregation of duties (i.e. there should always be an approval being done by a person other than the preparer of the journal entry.)

**RESOLUTION**

**DESIGNATION OF DEPOSITORIES  
FOR THE VILLAGE OF PORT CHESTER**

**RES - 15**

**BOT 4-5-2016**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the

following resolution was adopted by the Board of Trustees of the Village of Port Chester,

New York:

RESOLVED, that the JP MORGAN CHASE, N.A.; TD BANK; M & T BANK be and they hereby are designated as Depositories for funds of the Village of Port Chester, New York, and that all withdrawals there from be made by check or order duly signed by the Village Treasurer of the Village of Port Chester, New York, or her designate.

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:** April 5, 2016

**RESOLUTION**

**DESIGNATION OF DEPOSITORY  
FOR THE POLICE PENSION FUND**

**RES - 16  
BOT 4-5-2016**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that JP MORGAN CHASE BANK, N.A., Port Chester Branch, be and hereby is designated as the depository for the funds of the Police Pension Fund of the Village of Port Chester, New York, and that all withdrawals there from be made by check or order, duly signed by the Treasurer of the Police Pension Fund.

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:** April 5, 2016

**RESOLUTION**  
**FIXED ASSET POLICY**

<b>RES - 17</b> <b>BOT 4-5-2016</b>
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On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, the Village of Port Chester policy for the capitalization of property and equipment purchases begins with any asset purchase over \$2,500, and

WHEREAS, on September 7, 2010, the Village increased the threshold for all future asset purchases from \$2,500 to \$5000 based on the recommendation of its independent auditors. Now, therefore be it

RESOLVED, that equipment costing over \$5,000 be capitalized and depreciated over the assets' useful lives.

**ROLL CALL**

**AYES:**  
**NOES:**  
**ABSENT:**

**DATE:** April 5, 2016

**RES - 18**

**BOT 4-5-2016**

**RESOLUTION**

**APPOINTMENT OF MEMBERS TO PORT CHESTER-RYE BROOK  
PUBLIC LIBRARY INTERMUNICIPAL COMMITTEE (IMC)**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted as amended by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that TRUSTEE \_\_\_\_\_ and TRUSTEE \_\_\_\_\_, be and they hereby are appointed a members of the Port Chester-Rye Brook Public Library Intermunicipal Committee (IMC), effective immediately and to expire on April 4, 2018.

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:** April 5, 2016

**RES - 19**  
**BOT 4-5-2016**

**RESOLUTION**

**DESIGNATION OF BOARD MEMBERS TO SERVE ON  
SCHOOL DISTRICT LIAISON SUBCOMMITTEE**

On motion of TRUSTEE \_\_\_\_\_, seconded by TRUSTEE \_\_\_\_\_, the following resolution was adopted as amended by the Board of Trustees of the Village of Port Chester, New York:

RESOLVED, that MAYOR \_\_\_\_\_ and TRUSTEE \_\_\_\_\_ are hereby designated to serve on the School Liaison Subcommittee.

**ROLL CALL**

**AYES:**

**NOES:**

**ABSENT:**

**DATE:** April 5, 2016