

**TOWN OF MEAD
RESOLUTION NO. 6 -1998**

WHEREAS, the Board of Trustees of the Town of Mead has determined that there are numerous times during the month when the Town Clerk needs to have access to small sums of money to pay recording fees and other minor bills; and

WHEREAS, the Board does not want to create a petty cash fund.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF MEAD, COLORADO, AS FOLLOWS:

1. A separate checking account shall be established by the Town in which a balance of not more than \$500.00 shall be maintained.

2. The Town Clerk and the Mayor shall be the sole authorized signers on the account. Only one signature shall be required and no check shall be issued for more than \$250.00.

3. The Town Clerk shall keep an itemized record of all expenditures including receipts and shall present an accounting to the Board each month in her report.

INTRODUCED, READ, SIGNED AND APPROVED THIS 29 DAY OF JUNE, 1998.

TOWN OF MEAD

By 
Keith Goshia, Mayor

ATTEST:


Judy Hegwood, Town Clerk