

RE-AFFIRMING THE DUTIES OF DEPARTMENT HEADS
WHO RECEIVE MONIES

RESOLVED that any of the following Town Department Heads:

The Town Clerk, the Receiver of Taxes, the Court Clerk, the Building Inspector, the Fire Marshall, the Planning and Zoning Department, the Commissioner of Public Works, the Superintendent of Recreation, and any public officer, or employee of the Town or Village of Harrison in the performance of his or her duties shall deposit or cause to be deposited such monies in an appropriate account at a designated bank, and shall give a copy of the receipt to the Comptroller within twenty-four (24) hours;

FURTHER RESOLVED that this shall include all monies received by the Town Justices and the Library.

FURTHER RESOLVED that each Town department head, public officer, or employee shall account to the Town Board for all sums received by him or her. A statement shall be submitted by each within seven (7) days of the close of each month showing the source from which such monies were received, and the nature and purpose of each payment.

FURTHER RESOLVED to forward a copy of this Resolution to all Department Heads.