

Resolution # 2023-001

Date Adopted: 3/16/2023

RESOLUTION: EXPENSE SHEETS

WHEREAS,

To provide documentation for payment approval by the Township Board and to be compliant in an audit.

WHEREAS,

Monthly Expense Sheets are to be used by all Washington Township officials and employees to document mileage (when applicable), authorized expenses (receipts must be submitted), and meeting hours attended for non-salaried employees (ie: Board of Review, Planning Commission, Election Inspectors).

WHEREAS,

Said Expense Sheets are to be submitted to the Township Clerk by the 5th of the following month.

The foregoing resolution offered by Board Member, Barbara Hoffer.

Second offered by Board Member, Kevin Whaley.

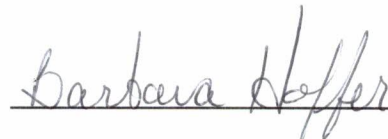
Upon roll call vote the following Township Board Members voted accordingly:

Supervisor, Howard Whaley	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Clerk, Barbara Hoffer	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Treasurer, Kevin Whaley	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Trustee, Nancy Rogers	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Trustee, Eric Whitford	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

The Supervisor declared the resolution adopted on March 16, 2023.



(Supervisor Signature)



(Clerk Signature)