

WORCESTER TOWNSHIP

BOARD OF SUPERVISORS

MONTGOMERY COUNTY, COMMONWEALTH OF PENNSYLVANIA

RESOLUTION NO. 2014-20

A RESOLUTION OF THE TOWNSHIP OF WORCESTER BOARD OF SUPERVISORS AUTHORIZES THE DISPOSITION OF THE BELOW TOWNSHIP PUBLIC RECORDS

WHEREAS, by virtue of Resolution No. 2008-24 adopted the 1st day of December, 2008 the Township of Worcester declared its' intent to follow the schedules and procedures as set forth in the Municipal Records Manual approved July 16, 1993 and,

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW THEREFORE, BE IT HEREBY RESOLVED that the Board of Supervisors of Worcester Township, Montgomery County, Pennsylvania, in accordance with the above cited Municipal Records Manual hereby authorizes the disposition of the following public records:

1976-2004


Accounting Files for Valley Green/Berwick/General/Liquid Fuels Funds


- Audit Reports
- Earned Income Tax reports
- Policies/Procedures
- Impact Fee Statements
- PLGIT Statements
- CD Statements
- Escrow Account Statements
- Budget Reports
- Bank Statements
- Check Registers
- Payroll
- Bills/Receipts/Disbursements/Reimbursements
- Copies of Checks/Cancelled Checks/Returned Checks/Invoices
- Accounts Payable
- Purchase Orders/Delivery Tickets
- Petty Cash
- Quarterly Reports
- Correspondence
- Merchant Services
- Commercial Billings
- Connection Fees

- Checkbooks/Rebills
- Journal Entries/Balance Sheets/Analysis Reports
- Treasurer Reports
- Certifications
- Late/Lien Notices

PRESENTED AND ADOPTED as a resolution by the Board of Supervisors of Worcester Township in a public meeting held on the 19th day of March, 2014.

WORCESTER TOWNSHIP

By: 
Arthur C. Bustard, Chairman,
Board of Supervisors

Attest: 
F. Lee Mangan, Secretary