**Wales Township Policy No. 007**

**Adopted by Majority Vote of the**

**Wales Township Board**

**AMENDED 9-7-2021**

**AMENDED 11-2-2021**

**Office Operating Procedures**

1. **Office Petty Cash Fund**-A petty cash fund of Five Hundred Dollars ($500.00) will be maintained and monitored by the Township Treasurer.
2. **Payroll**- Payroll will be paid on the last Thursday of the month. Pay will only include days worked.
3. **Routine Bills-** Payment of normal employee and official wages, utilities, routine office supplies, and invoices with late charge potential may be paid without prior Township Board approval. Checks already paid per this policy will be labeled as “**post audit review**” on the next agenda. Emergency expenditures may be authorized due to the imminent threat to health, safety and welfare of the township, with a cap of $ 1000.00.
4. **Office Operations**- The office of the Township Clerk will have primary responsibility and authority for the operations of the Township Hall and employees as they relate to office operations. In the absence of the Clerk, the Treasurer or Supervisor will assume this responsibility and authority, in that order.