

**ATLANTIC & CAPE MAY COUNTIES ASSOCIATION OF SCHOOL BUSINESS OFFICIALS  
JOINT INSURANCE FUND**

**Resolution No. 2020-10**

**Authorization To Pay Professional Contract Fees In Non-Meeting Months**

**Whereas**, the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund is duly constituted pursuant to *N.J.S.A. 18A:18B-1, et seq.*, as a Self Insurance Fund; and

**Whereas**, the participating Boards of Education have made their respective designations of Trustees who will collectively serve as the governing body of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund; and

**Whereas**, the Trustees of the Fund determined that it will hold regular meetings on a less than monthly basis; and

**Whereas**, the Trustees of the Fund find that it is necessary and appropriate to make decisions regarding the operations of the Fund during the non-meeting months; and

**Whereas**, the Trustees recognize that the payment of administrative fees related to professional contracts are required, by contract, to be paid on a monthly basis; and

**Whereas**, the Trustees believe it is appropriate to authorize the Fund Administrator/Executive Director and the Fund Treasurer to pay the professional contract fees in non-meeting months with the consent of a Fund Officer, to wit, the Chair, Vice-Chair or Secretary;

**Now, THEREFORE BE IT RESOLVED**, by the Trustees of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund, assembled in a public session on May 20, 2020 that:

1. The Fund Administrator/Executive Director and Fund Treasurer are hereby authorized to pay the professionals their monthly contracted fees;
2. In the resolution of 1 above, the Fund Administrator/Executive Director and Fund Treasurer shall not authorize payment unless:
  - a. The request for monthly professional contract fees is accompanied by a fully executed voucher; and
  - b. An Officer of the Fund, to wit, the Chair, Vice-Chair or Secretary has agreed that such payment is proper.
3. Once the Fund Administrator/Executive Director, Fund Treasurer and an Officer of the Board of Trustees has authorized payment, the professional contract monthly fees shall be reported in the bill list for the non-meeting month and shall be submitted to the Board of Trustees at their next regularly scheduled meeting in Open Session.

**BE IT FURTHER RESOLVED**, that copies of this Resolution shall be provided to the Administrator/Executive Director, Treasurer and Secretary of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund for their information and attention.

The foregoing resolution was duly adopted by the Board of Trustees of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund at a public meeting held on May 20, 2020.

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Secretary