

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

Resolution No. 2016-10

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 18, 2016](#) 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 18, 2016](#).

Secretary