

**EAST GOSHEN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION 09-18A**

**A RESOLUTION ESTABLISHING THE INVOICE  
AUTHORIZATION PROCESS AND THE RELEASE OF  
SELECTED FINANCIAL INFORMATION.**

**WHEREAS**, Article VII Section 704 of the Commonwealth of Pennsylvania Second Class Township Code specifies that the Township Treasurer shall pay out all moneys of the Township only on direction by the Board of Supervisors; and

**WHEREAS**, the East Goshen Board of Supervisors officially reviews and approves proposed expenditures of the Township at its public meetings normally held on the first, second, third, fourth, and fifth Tuesdays of each month.

**BE IT RESOLVED THAT** the Board of Supervisors establishes the following invoice authorization process.

1. The Township Treasurer shall prepare the draft Expenditures Register, upon which shall be listed the vendor, amount to be paid, and the account to which the expense is charged.
2. A copy of the draft Expenditures Register shall be submitted for acceptance to each member of the Board of Supervisors with the Treasurer's notes and recommendation regarding payment.
3. The Board shall review the draft Expenditures Register and act on it at a public meeting.
4. Upon the approval of the Board of Supervisors, the checks shall be signed and issued.

**BE IT FURTHER RESOLVED THAT** the Board of Supervisors hereby establishes the following policy with regard to the release of selective financial information.

1. A copy of the Treasurer's Report, which summarizes the revenue and expenses for the major budget items in draft form for the preceding 1-3 weeks, will be available for public inspection at the meeting at which the report will be discussed by the Board.
2. A copy of the draft Expenditures Register detailing the bills recommended for payment by the Treasurer will be available for public inspection at the meeting at which the Register will be discussed by the Board.
3. Questions from the public regarding individual invoices will not be discussed during regular Board of Supervisor meetings or workshops. This is to ensure correct information is provided to answer any questions regarding invoices.
4. Any questions regarding the individual invoices shall be made in writing to the Board of Supervisors referencing the Register date, page, specific invoice including vendor, and question.

5. The Board will review such requests along with a recommendation from staff, and direct a response in a timely manner. All responses will be in writing.
6. The Township will charge the general reproduction fee for any copies of the approved Register requested.
7. The Township reserves the right to redact any data from the Register permitted by the Right to Know Law.
8. All written requests and responses from the Board will be made part of the public record.

**RESOLVED AND ADOPTED**, this 3rd day of March, 2009.

ATTEST:

EAST GOSHEN TOWNSHIP  
BOARD OF SUPERVISORS

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Secretary

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