

RESOLUTION NUMBER: 2026-12

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS
TO ADOPT AND APPROVE PETTY CASH POLICY**

WHEREAS, the Village of Poplar Grove, Illinois (“Village”) incurs financial obligations in conducting business on behalf of its citizens; and

WHEREAS, the Village wishes to establish clear guidelines for the use, control, documentations, and replenishment of petty cash funds; and

WHEREAS, the Village has created a Petty Cash Policy (“Policy”) outlining the requirements for the use of cash for the small, incidental Village expenses when payment by check, credit card, or other approved payment method is impractical which is attached hereto as Exhibit A and incorporated herein; and

WHEREAS, the Village has determined it is in the best interest of the Village and its citizens to adopt and approve the Policy.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.
1. The Village hereby adopts and approves the Petty Cash Policy attached hereto as Exhibit A, or one in substantially similar form.
2. The Village President and Village Clerk are hereby authorized to execute and attest the Policy.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2026

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2026

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A

PETTY CASH POLICY