

**BOARD RESOLUTION NO.005  
SERIES OF 2024**

**SUBJECT: GRANTING THE COMMITTEE ON MAINTENANCE AND  
LANDSCAPE A PHP30K PETTY CASH FUND**

**WHEREAS**, there are days when unexpected maintenance expenses will occur and can be urgent and have to be dealt with immediately;

**WHEREAS**, the petty cash will allow the Committee on Maintenance and Landscape quick and convenience in implementing its duties and functions;

**WHEREAS**, there are maintenance expenses, either routine or unexpected, for which writing a check is impractical or inconvenient;

**Now, therefore, the 2023-2025 SFTMHOA Board of Directors do hereby resolves the following:**

1. Grant a Thirty Thousand Pesos [PhP30,000.00] cash advance/petty cash to the Committee on Maintenance and Landscape;
2. That the cash advance/petty cash shall be used to defray/pay for minor and incidental maintenance expenses;
3. That the Committee on Maintenance and Landscape shall choose from among its members a petty cash custodian;
4. That the Cash Advance/Petty Cash Custodian shall [a] administer petty cash rules and regulations of the Committee [e.g., recording these expenses by collecting petty cash receipts]; [b] supervise and reconcile the petty cash fund; request replenishments; [c] dispense the cash needed; and, [d] ensure the security and safety of the petty cash.
5. That the Committee on Maintenance and Landscape can replenish the petty cash at any time but upon liquidation of the amount and satisfactorily fulfilling the accounting rules and regulations of the SFTMHOI and/or the Committee on Finance.

This Board Resolution remains in force unless otherwise superseded, amended or rescinded.  
**ADOPTED AND APPROVED** by the 2023-2025 SFTMHOAI Board of Directors effective [DATE] by affixing their signature atop their name as listed hereunder:

February 14, 2024

**NIÑO J. GONZALES**  
President

**JOEL M. LAPIS**  
Vice President

**GUERRERO G. LAGAT Jr.**  
Treasurer

**AMANDO C. DAYRIT**  
Corporate Secretary

**ELAINE B. ALABIN \* P30K**  
Director