

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA.  
PARKS AND RECREATION COMMITTEE  
MEETING AGENDA**

**March 25<sup>th</sup>, 2024**

**CALL TO ORDER**

**COMMENTS FROM THE ASSEMBLY**

**CORRESPONDENCE**

**MINUTES OF THE PREVIOUS MEETING – February 26<sup>th</sup>, 2024**

**NEW BUSINESS**

- Request List Review
- Petty Cash Fund – Operational procedures established: A request will be made to the Board of Supervisors for a petty cash amount which will then be maintained by an appointed committee member. Both budgeted amount and appointed committee member need to be approved for each event by the Board of Supervisors. Appointed individual will be responsible for petty cash fund, reimbursements, signed receipts acknowledging event items, reconciliation of funds, and remaining funds (if any) along with receipts and completed reconciliation form returned to administrative office.
- Easter Egg Hunt Plan – finalize event details
- Future Events Planning
  - Corn hole tournaments and the use of cornholio app
  - Movie nights
  - Community Scavenger Hunt for summer 2024
  - Adult Prom (Dance Night) for winter 2024
- Other items

**REPORTS**

1. Social Hall/Parks/Fields Calendars – March/April/May
2. Treasurer's Report and Bill List

**ADJOURN**