

**STILLWATER TOWNSHIP  
SUSSEX COUNTY, NJ**

**RESOLUTION 2026-057**

**AUTHORIZING THE IMPLEMENTATION OF  
THE NEW CASH PAYMENT ROUNDING POLICY FOR  
“PENNIES”**

**WHEREAS**, due to the reduced availability and circulation of one-cent coins (“pennies”), in-person cash payments will be problematic without the implementation of a rounding procedure; and

**WHEREAS**, the Township has developed a Cash Payment Rounding Policy which will apply to all customers making in-person payments using cash for billable items collected by any authorized Township officer or employee, when the customer is unable to pay in exact change; and

**WHEREAS**, the implementation of the attached policy is necessary for continued efficient operation by the Township.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Stillwater, that the attached Cash Payment Rounding Policy is hereby adopted; and

**BE IT FURTHER RESOLVED** that the aforesaid policy shall take effect upon the adoption of this Resolution.

**CERTIFICATION**

I hereby certify that the foregoing resolution is a true and certified copy of the resolution adopted by the Township Committee of the Township of Stillwater at the regularly scheduled meeting held on Tuesday, March 3, 2026, at the Stillwater Township Municipal Building, 964 Stillwater Road, Stillwater, New Jersey.

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Valerie Ingles, RMC, CMR  
Municipal Clerk

STILLWATER TOWNSHIP

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## CASH PAYMENT ROUNDING POLICY

### PURPOSE:

Due to the reduced availability and circulation of one-cent coins (“pennies”), the Township of Stillwater is implementing a rounding procedure for all cash payments to ensure accurate and efficient handling without financial loss to the Township.

### SCOPE:

This policy applies to all customers making in-person payments using cash for Tax charges or other billable items collected by the Township when the customer is unable to pay in exact change.

### POLICY STATEMENT:

1. Rounding of Cash Transactions
  - a. When a customer pays a Tax bill in cash, the final balance due shall be rounded up to the nearest \$0.05 (five cents).
  - b. This rounding applies only to the cash payment process and does not alter the actual billed amount recorded in the Township’s accounting system.
2. Rounding Rules
  - a. Amounts ending in \$0.01 through \$0.04 will be rounded up to the next \$0.05.
  - b. Amounts ending in \$0.06 through \$0.09 will be rounded up to the next \$0.10.
  - c. No amounts will be rounded down, under any circumstances.
3. Application of Excess Amounts
  - a. Any amount collected above the exact billed charge due to rounding shall be credited to the customer’s next quarterly Tax bill.
  - b. The credit will be shown on the customer’s receipt and in the Township’s property tax software.
4. Electronic Payments Unaffected
  - a. This rounding policy does not apply to payments made by check, or the Township’s online payment platform.

The Township may revise this policy as needed, based upon operational or financial considerations.