



Legislation Details (With Text)

File #: 18-0239 **Version:** 1 **Name:** 2018 Petty Cash Resolution
Type: Resolution **Status:** Adopted
File created: 2/20/2018 **In control:** Finance
On agenda: 3/21/2018 **Final action:** 3/27/2018

Title: Dept/ Agency: Finance
Action: (X) Ratifying (X) Authorizing () Amending
Purpose: Establishing Petty Cash Funds
Period: January 1, 2018 through December 31, 2018
Total Amount: \$8,750.00
Additional Information:
See Exhibit for custodians and amounts

Sponsors: Council of the Whole

Indexes:

Code sections:

| Date | Ver. | Action By | Action | Result |
|-----------|------|-------------------|-----------------|--------|
| 3/27/2018 | 1 | Municipal Council | Adopt | Pass |
| 3/21/2018 | 1 | Municipal Council | No Action Taken | |

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WHEREAS, N.J.S.A. 40:5-21 authorizes the establishment of a Petty Cash Fund in any county or municipality by application and resolution; and

WHEREAS, it is the desire of the City of Newark, County of Essex to establish such a fund for the following departments and agencies within the City of Newark, totaling \$8,750.00 (Eight Thousand Seven Hundred Fifty Dollars and Zero Cents), for the Year 2018; and

WHEREAS, the Department of Public Works was established in 2016, it desires to receive Petty Cash funds in the amount of \$8,750.00 and the custodian for the Department is Khalif Thomas; and

WHEREAS, the custodians listed below for this fund are bonded and shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures.

NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE CITY OF NEWARK, NEW JERSEY, THAT:

1. Pursuant to N.J.S.A. 40A:5-21, the Mayor and/or his designee, the Director of the Department of Finance, are hereby authorized and directed to establish a Petty Cash Fund for the following departments and agencies within the City of Newark, totaling \$8,750.00 (Eight Thousand Seven Hundred Fifty Dollars and Zero Cents), to be maintained by the following Bonded Custodians for the Calendar Year 2018:

| <u>DEPARTMENT/DIVISION</u> | <u>CUSTODIAN</u> | <u>AMOUNT</u> |
|--|-------------------------|---------------|
| Department of Administration | | |
| Office of Management and Budget | Darlene Tate | \$500.00 |
| Division of Office Services | Gloria Valentine Westry | \$200.00 |
| Department of Engineering | | |
| Director's Office | Felicia Nazon | \$250.00 |
| Division of Motors | Van L. Crossen | \$1,000.00 |
| Department of Public Safety | | |
| Division of Police | Joseph Pastore | \$1,000.00 |
| Office of City Clerk | | |
| Office of the City Clerk | Kenneth Louis | \$500.00 |
| Office of the Municipal Council | | |
| Office of the Municipal Council | Kenneth Louis | \$500.00 |
| Office of the Mayor and Agencies | | |
| Office of the Mayor | Madalyn Roque | \$500.00 |
| Office of the Municipal Court | Diane Riley | \$500.00 |
| Department of Water and Sewer Utilities | | |
| Division of Water Accounting and Customer Service | Latasha Jessamy | \$200.00 |
| Division of Water Supply | Latasha Jessamy | \$300.00 |
| Director's Office | | |
| Division of Water Supply | | |
| Central Avenue | Latasha Jessamy | \$500.00 |
| Department of Health and Community Wellness | | |
| Director's Office | Oluyinka Fadahunsi | \$500.00 |
| Division of Medical Care Services | Oluyinka Fadahunsi | \$50.00 |
| Division Environmental Health | Oluyinka Fadahunsi | \$50.00 |
| Division of Social Services | Oluyinka Fadahunsi | \$50.00 |
| Division of Planning | Oluyinka Fadahunsi | \$50.00 |
| Division of Surveillance & Prevention | Oluyinka Fadahunsi | \$50.00 |
| Department of Finance | | |

| | | |
|-----------------------------------|------------------|-------------------|
| Director's Office | Magalis Armand | \$200.00 |
| Division of Assessments | Romal Bullock | \$100.00 |
| Department of Law | | |
| Law Department | Kenyatta Stewart | \$ 1,000.00 |
| Department of Public Works | | |
| Director's Office | Khalif Thomas | \$750.00 |
| TOTAL | | \$8,750.00 |

2. This resolution is ratified from January 1, 2018 to the date of adoption by the Municipal Council.
3. A copy of the adopted resolution shall be filed in the Office of the City Clerk and shall be made available for public inspection.
4. The City Clerk shall file two (2) copies of this resolution with the Director of Local Government Services for his approval.

STATEMENT

This resolution ratifies and authorizes the Mayor and/or his designee, the Director of the Department of Finance, to establish Petty Cash Funds for various Departments and Agencies for the Year 2018 for a combined total of \$8,750.00 (Eight Thousand Seven Hundred Fifty Dollars and Zero Cents) and designate Bonded Custodians over same.