



Legislation Details (With Text)

File #: 23-0096 **Version:** 1 **Name:** Resolution Establishing Petty Cash Fund for 2023
Type: Resolution **Status:** Adopted
File created: 1/13/2023 **In control:** Finance
On agenda: 3/1/2023 **Final action:** 3/1/2023

Title: Dept/ Agency: Finance
Action: (X) Ratifying (X) Authorizing () Amending
Purpose: Establishing Petty Cash Funds
Period: January 1, 2023 through December 31, 2023
Total Amount: \$9,750.00
Additional Information:
Custodians and amounts are attached.

Sponsors: Council of the Whole

Indexes:

Code sections:

Date	Ver.	Action By	Action	Result
3/1/2023	1	Municipal Council	Adopt	Pass

Dept/ Agency: Finance

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Purpose: Establishing Petty Cash Funds

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Additional Information:

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WHEREAS, N.J.S.A. 40A: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 Nine Thousand Seven Hundred Fifty Dollars and Zero Cents (\$9,750.00), for the Year 2023; 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 of the City of Newark 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 \$9,750.00 to be maintained by the following bonded custodians for the calendar Year 2023:

<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
Office of Violence Prevention & Trauma Recovery	Barry Ford	\$1,000.00
Department of Engineering		
Director's Office	Felicia Nazon	\$250.00
Department of Public Safety		
Division of Police	Joseph Pastore	\$1,000.00
Office of the City Clerk		
Office of the City Clerk	Kecia Daniels	\$ 500.00
Office of the Municipal Council		
Office of the Municipal Council	Kecia Daniels	\$ 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 & Sewer Utilities		
Division of Water Accounting & Customer Service	Latesha Jessamy	\$ 200.00
Division of Water Supply, Director's Office	Latesha Jessamy	\$ 300.00
Division of Water Supply, Central Avenue	Latesha Jessamy	\$ 500.00
Department of Health and Community Wellness		
Director's Office	Suby Varughese	\$ 500.00
Division of Medical Care Services	Suby Varughese	\$ 50.00
Division of Environmental Health	Suby Varughese	\$ 50.00
Division of Social Services	Suby Varughese	\$ 50.00
Division of Planning	Suby Varughese	\$ 50.00
Division of Surveillance and Prevention	Suby Varughese	\$ 50.00
Department of Finance		
Director's Office	Robyn Porter	\$ 200.00
Division of Assessments	Aaron Wilson	\$ 100.00
Department of Law		
Law Department	Kenyatta Stewart	\$1,000.00

Department of Public Works

Director's Office	Craig Smith	\$ 750.00
Division of Motors	Van L. Crossen	\$1,000.00

TOTAL **\$9,750.00**

2. This Resolution is ratified from January 1, 2023 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 Acting 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 of the City of Newark and/or his designee, the Director of the Department of Finance to establish Petty Cash Funds for various departments and agencies for the Year 2023 for a combined total of \$9,750.00 and designate bonded custodians over same.