



Legislation Details (With Text)

**File #:** 24-0013      **Version:** 1      **Name:** Resolution approving Petty Cash Fund for 2024 Calendar Year

**Type:** Resolution      **Status:** Adopted

**File created:** 1/3/2024      **In control:** Finance

**On agenda:** 1/24/2024      **Final action:** 1/24/2024

**Title:** Dept/ Agency: Finance  
 Action: (X) Ratifying (X) Authorizing ( ) Amending  
 Purpose: Establishing Petty Cash Funds  
 Period: January 1, 2024 through December 31, 2024  
 Total Amount: \$9,750.00  
 Additional Information:  
 See Resolution for custodians and amounts.

**Sponsors:** Council of the Whole

**Indexes:**

**Code sections:**

| Date      | Ver. | Action By         | Action | Result |
|-----------|------|-------------------|--------|--------|
| 1/24/2024 | 1    | Municipal Council |        |        |

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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 2024; 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 \$9,750.00 to be maintained by the following bonded custodians for the calendar Year 2024:

| <u>DEPARTMENT/DIVISION</u>                         | <u>CUSTODIAN</u>        | <u>AMOUNT</u> |
|--|-------------------------|---------------|
| <b>Department of Administration</b>                |                         |               |
| Office of Management and Budget                    | Darlene Tate            | \$500.00      |
| Division of Office Services                        | Gloria Valentine Westry | \$200.00      |
| Office of Violence Prevention<br>& Trauma Recovery | Barry Ford              | \$1,000.00    |
| <b>Department of Engineering</b>                   |                         |               |
| Director's Office                                  | Felicia Nazon           | \$250.00      |
| <b>Department of Public Safety</b>                 |                         |               |
| Division of Police                                 | Joseph Pastore          | \$1,000.00    |
| <b>Office of the City Clerk</b>                    |                         |               |
| Office of the City Clerk                           | Kecia Daniels           | \$ 500.00     |
| <b>Office of the Municipal Council</b>             |                         |               |
| Office of the Municipal Council                    | Kecia Daniels           | \$ 500.00     |
| <b>Office of the Mayor and Agencies</b>            |                         |               |
| Office of the Mayor                                | Madalyn Roque           | \$ 500.00     |
| Office of the Municipal Court                      | Diane Riley             | \$ 500.00     |
| <b>Department of Water &amp; Sewer Utilities</b>   |                         |               |
| Division of Water Accounting &<br>Customer Service | Latesha Jessamy         | \$ 200.00     |
| Division of Water Supply,<br>Director's Office     | Latesha Jessamy         | \$ 300.00     |
| Division of Water Supply,<br>Central Avenue        | Latesha Jessamy         | \$ 500.00     |
| <b>Department of Health and Community Wellness</b> |                         |               |
| Director's Office                                  | Suby George             | \$ 500.00     |
| Division of Medical Care Services                  | Suby George             | \$ 50.00      |
| Division of Environmental Health                   | Suby George             | \$ 50.00      |
| Division of Social Services                        | Suby George             | \$ 50.00      |
| Division of Planning                               | Suby George             | \$ 50.00      |
| Division of Surveillance and Prevention            | Suby George             | \$ 50.00      |
| <b>Department of Finance</b>                       |                         |               |
| Director's Office                                  | Robyn Porter            | \$ 200.00     |
| Division of Assessments                            | Frank Dallessio         | \$ 100.00     |
| <b>Department of Law</b>                           |                         |               |
| 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. A copy of the adopted Resolution shall be filed in the Office of the City Clerk and shall be made available for public inspection.

3. The City Clerk shall file two (2) copies of this Resolution with the Director of Local Government Services for his approval.

4. This Resolution is ratified from January 1, 2024 to the date of adoption by the Municipal Council.

**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 2024 for a combined total of Nine Thousand Seven Hundred Fifty Dollars and Zero Cents (\$9,750.00) and designate Bonded Custodians over same.