



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 16-0201, Version: 1

Dept/ Agency: Finance

Action: (X) Ratifying (X) Authorizing () Amending

Purpose: Establishing Petty Cash Funds

Period: January 1, 2016 through December 31, 2016

Total Amount: \$8,000.00

Additional Information:

See Exhibit for custodians and amounts

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund in any county of 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 \$8,000.00 for the Year 2016; 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 \$8,000.00 to be maintained by the following bonded custodians for the calendar Year 2016:

<u>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
Police Department		
Police Department	Lillian Carpenter	\$ 1,000.00
Office of the 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	Amber Santana	\$ 500.00
Office of the Municipal Court	Diane Riley	\$ 500.00

Department of Water & Sewer Utilities

Division of Water Accounting & Customer Services	Sharon Armour	\$ 200.00
Division of Water Supply, Director's Office	Sharon Armour	\$ 300.00
Division of Water Supply, Central Avenue	Sharon Armour	\$ 500.00

Department of Health and Community Wellness

Director's Office	Oluyznka Fadahunsi	\$ 500.00
Division of Medical Care Services	Oluyznka Fadahunsi	\$ 50.00
Division of Environmental Health	Oluyznka Fadahunsi	\$ 50.00
Division of Social Services	Oluyznka Fadahunsi	\$ 50.00
Division of Planning	Oluyznka Fadahunsi	\$ 50.00
Division of Surveillance & Prevention	Oluyznka Fadahunsi	\$ 50.00

Department of Finance

Director's Office	Magalis Armand	\$ 200.00
Division of Assessments	Romal Bullock	\$ 100.00

Law Department

Law Department	Willie Parker	\$ 1,000.00
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Total **\$ 8,000.00**

2. A copy shall be filed in the Office of the City Clerk and shall be made available for public inspection.
3. That two copies of this resolution be filed with the Director of Local Government Services for his approval.

STATEMENT

This resolution 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 2016 totaling \$8,000.00.