



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 18-0239, Version: 1

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

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.