



## Legislation Details (With Text)

**File #:** 16-0201      **Version:** 1      **Name:** 2016 Petty Cash  
**Type:** Resolution      **Status:** Filed  
**File created:** 2/4/2016      **In control:** Finance  
**On agenda:** 3/2/2016      **Final action:** 3/2/2016

**Title:** 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

**Sponsors:** Council of the Whole

**Indexes:**

**Code sections:**

Date	Ver.	Action By	Action	Result
3/2/2016	1	Municipal Council	Adopt	Pass

**Dept/ Agency:** Finance

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**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:

**DIVISION**

**CUSTODIAN**

**AMOUNT**

**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
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**Office of the City Clerk**

Office of the City Clerk	Kenneth Louis	\$ 500.00
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**Office of the Municipal Council**

Office of the Municipal Council	Kenneth Louis	\$ 500.00
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**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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<b>Total</b>		<b>\$ 8,000.00</b>
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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.