



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 14-0194, Version: 1

Dept/ Agency: Finance

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

Purpose: Establishing Petty Cash Funds

Period: 2014 Calendar Year

Total Amount: \$8,950.00

Additional Information:

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 \$8,950.00 for the Year 2014; 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 Acting 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 \$8,950.00 to be maintained by the following bonded custodians for the calendar Year 2014:

| <u>DIVISION</u> | <u>CUSTODIAN</u> | <u>AMOUNT</u> |
|-------------------------------------|-------------------------|---------------|
| Department of Administration | | |
| Business Administrator's Office | Sharon Brown | \$ 500.00 |
| Office of Management and Budget | Darlene Tate | \$ 500.00 |
| Office of Emergency Management | Tarrandia Knight | \$ 500.00 |
| Division of Office Services | Gloria Valentine Westry | \$ 200.00 |
| Department of Engineering | | |
| Director's Office | Felicia Nazon | \$ 100.00 |
| Division of Motors | Van L. Crossen | \$1,000.00 |
| Division of Traffic & Signals | Bethzaida Seguinot | \$ 100.00 |
| Police Department | | |
| Police Department | Joseph Perieria | \$ 1,000.00 |

Office of the City Clerk

| | | |
|--------------------------|----------------|-----------|
| Office of the City Clerk | Robert Marasco | \$ 500.00 |
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Office of the Municipal Council

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| Office of the Municipal Council | Robert Marasco | \$ 500.00 |
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Office of the Mayor and Agencies

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|---------------------|---------------|-----------|
| Office of the Mayor | Madalyn Roque | \$ 500.00 |
|---------------------|---------------|-----------|

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|-------------------------------|-------------|-----------|
| Office of the Municipal Court | Diane Riley | \$ 500.00 |
|-------------------------------|-------------|-----------|

Department of Water & Sewer Utilities

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|--------------------------------------|---------------|-----------|
| Div. of Water Account. & Cust. Serv. | Sharon Armour | \$ 200.00 |
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|---|---------------|-----------|
| Division of Water Supply, Director's Office | Sharon Armour | \$ 300.00 |
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| Division of Water Supply, Central Avenue | Sharon Armour | \$ 500.00 |
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Department of Child Family Well Being

| | | |
|-------------------|-----------------|-----------|
| Director's Office | Fidelia Odutola | \$ 500.00 |
|-------------------|-----------------|-----------|

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|-----------------------------------|-----------------|----------|
| Division of Medical Care Services | Fidelia Odutola | \$ 50.00 |
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|----------------------------------|-----------------|----------|
| Division of Environmental Health | Fidelia Odutola | \$ 50.00 |
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| Division of Social Services | Fidelia Odutola | \$ 50.00 |
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| Division of Planning | Fidelia Odutola | \$ 50.00 |
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| Division of Surveillance & Prevention | Fidelia Odutola | \$ 50.00 |
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Department of Finance

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|-------------------|----------------|-----------|
| Director's Office | Magalis Armand | \$ 200.00 |
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|-------------------------|---------------|-----------|
| Division of Assessments | Romal Bullock | \$ 100.00 |
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Law Department

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|----------------|-----------------|-------------|
| Law Department | Anna P. Pereira | \$ 1,000.00 |
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|--------------|--|--------------------|
| Total | | \$ 8,950.00 |
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2. A certified copy of this resolution shall be filed in the Office of the City Clerk and shall be made available for public inspection.

3. That two (2) certified copies of this resolution be filed with the Director of Local Government Services for their approval.

STATEMENT

This resolution authorizes the Mayor and/or his designee, the Acting Director of the Department of Finance to establish Petty Cash Funds for various Departments and Agencies for the Year 2014 totaling \$8,950.00.

