

TITLE OF THE RESOLUTION

Authorizing a Petty Cash Fund for the Public Assistance Fund.

STATUTORY REFERENCE

NJSA 40A:5-21

INSTANCE WHEN YOU WOULD TYPICALLY USE

To establish a new petty cash fund.
To increase or decrease the amount of petty cash fund. Commonly, this fund is in the form of a checking account with the custodian signing checks rather than disbursing cash.

LIMITATIONS

Application must be made to the DLGS on their form. One copy is retained by the Division. One goes to the Clerk and one is for the custodian of the fund. The custodian of the petty cash fund must be bonded in the amount not less than \$1,000.00 or the amount of the fund, whichever is greater.

RELATED STATUTORY OR OTHER REFERENCES

Not for other petty cash funds. See 3.02 for other petty cash funds.

NUMBER OF COPIES DLGS

3

DOCUMENTATION REQUIRED

None

OTHER INFORMATION

Reapproval by the Director is not required when the petty cash fund is returned to the CFO by the end of the fiscal year and reestablished after the beginning of the next fiscal year as required. Reapproval is not required if the custodian of the fund changes. Reapproval is required for a change in amount of the fund.

VOTE FOR PASSAGE

Majority of Full Membership

EFFECTIVE DATE

Date of approval by DLGS

THE PROPER FORM AND HOW TO FILL IT IN

Please see sample resolution on the next page

VOTE NECESSARY

N/A

DATE OF FILING

No limit

RESOLUTION AUTHORIZING THE PUBLIC ASSISTANCE OFFICE
TO MAINTAIN A PETTY CASH FUND IN THE AMOUNT OF \$XXX.XX

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund for the public Assistance Office of the Town of Jerseyville; and

WHEREAS, said Petty Cash Fund was established by resolution dated March 14, 20CY by the council of the Town of Jerseyville; and

WHEREAS, said Petty Cash Fund received approval from the Director of Local Government Services on April 1, 20CY; and

WHEREAS, it is the desire of the Council that said fund be established and be allowed to continue under the control of the Director of Public Assistance,

NOW THEREFORE, BE IT RESOLVED, by the council of the Town of Jerseyville, County of Jersey, State of New Jersey as follows:

1. John M. Doe, Town Clerk, be and is hereby appointed custodian of petty cash and is authorized and permitted to establish a Petty Cash Fund in the amount not to exceed \$xxx.xx pursuant to the provisions of N.J.S.A. 40A:5-21. Said Petty Cash Fund will be used by such office or department to pay claims for immediate needs and emergency disbursements for direct payment of general public assistance.
2. John M. Doe, Town Clerk, having custody of the Fund be bonded in an amount not less than \$1,000.00 and will maintain said Fund in accordance with the laws and regulations governing its operation.

ROLL CALL:

APPLICATION TO ESTABLISH A PETTY CASH FUND FOR DIRECT PAYMENT OF
GENERAL PUBLIC ASSISTANCE IN ACCORDANCE WITH STATE LAW AND
REGULATION

TOWN OF JERSEYVILLE, COUNTY OF JERSEY

Pursuant to the provisions of N.J.S. 40A: 5-21 application is hereby made for permission to establish a petty cash fund for the following office or department and amount:

\$

\$

The petty cash fund will be used by such office or department to pay claims briefly described as follows:

It is estimated that the maximum amount of such claims to be paid in any one month will be \$_____.

Certification is hereby made that the person having custody of the fund will be bonded with corporate surety in an amount not less than \$1,000.00 or the amount of the fund, whichever is greater.

The custodian of such fund and the amount of surety bond will be as follows:

\$

\$

This application was authorized at a meeting of the Council of the Town of Jerseyville, County of Jersey held on the 14th Day of March, 20CY and upon approval of the Director, Division of Local Government Services authorization will be given for the issuance of a check to the fund custodian in the amount set forth in the application.

I hereby certify that this application was authorized by the governing body as indicated in the application.

Clerk_____

Date_____

Approval is conditional upon:

All claims being paid by check signed by the custodian of this fund or the Town Chief Financial Officer [*any exceptions must be explained in detail with the application*].

All claims being approved for payment by [*insert name and title of the approving officer*].

All checks will bear the signature of the custodian.

No deposits will be made to this account other than funds transferred from the Public Assistance Fund. The balance in this account may not exceed the total amount authorized.

A schedule listing all disbursements for a given period or, in the alternative, a schedule together with actual vouchers being transmitted to the governing body for approval after which a check will be drawn to reimburse the fund.

The fund being closed out prior to the end of the municipal fiscal year.