

<u>TITLE OF THE RESOLUTION</u>	Emergency Appropriation
<u>STATUTORY REFERENCE</u>	NJSA 40A:4-48
<u>INSTANCE WHEN YOU WOULD TYPICALLY USE</u>	Emergency condition not foreseen at the time of budget adoption not exceeding 3% of the total budget.
<u>LIMITATIONS</u>	None
<u>RELATED STATUTORY OR OTHER REFERENCES</u>	None
<u>NUMBER OF COPIES DLGS</u>	2
<u>DOCUMENTATION REQUIRED</u>	Statement of occurrence, statement of Chief Financial Officer
<u>OTHER INFORMATION</u>	None
<u>VOTE FOR PASSAGE</u>	2/3 of the full membership
<u>EFFECTIVE DATE</u>	Date of approval by DLGS
<u>THE PROPER FORM AND HOW TO FILL IT IN</u>	Please see sample resolution on the next page
<u>VOTE NECESSARY</u>	N/A
<u>DATE OF FILING</u>	3 days

## RESOLUTION

WHEREAS, an emergency has arisen with respect to  
[State the reason for emergency and the condition in full]  
and no adequate provision was made in the 20CY budget for the aforesaid purpose,  
and

WHEREAS, N.J.S. 40A:4-46 provides for the creation of an emergency  
appropriation for the purpose above mentioned, and

WHEREAS, the total amount of emergency appropriation(s) created including  
the appropriation to be created by this resolution is..... \$xxx,xxx.xx  
and three percent of the total operations in the budget for the year is \$xxx,xxx.xx

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of  
Jerseyville, County of Jersey, State of New Jersey (not less than two-thirds of all the  
members thereof affirmatively concurring) that in accordance with N.J.S.A. 40A:4-48  
that:

1. An emergency appropriation be and the same is hereby made for in the amount of  
\$xxx,xxx.xx
2. That said emergency appropriation shall be provided in full in the 20NY budget.
3. That the Chief Financial Officer has certified that the expenditures to be financed  
through this resolution are related to the aforementioned emergency.

*[Delete 4-6 if notes are not to be authorized]*

4. That an "Emergency Note" not in excess of the above amount be authorized  
pursuant to N.J.S.A. 40A:4-48 and in accordance with the provision of N.J.S.A.  
40A:4-51.
5. That such note shall be executed by the Chief Financial Officer and by the Town  
Clerk.
6. That said note be dated XX/XX/XX, may be renewed from time to time and such  
note and any renewals thereof shall be payable on or before December 31, 20NY  
*[Insert further details of note, such as place of payment, etc.]*
7. That two certified copies of this resolution be filed with the Director of Local  
Government Services.

ROLL CALL:

STATEMENT RE:  
EMERGENCY RESOLUTION

This statement must be prepared in duplicate by the Chief Financial Officer or other responsible official, and must be filed with the Municipal Clerk prior to the adoption of the emergency resolution. The duplicate thereof must be filed with the Director of Local Government Services at the time of filing the emergency resolution.

Need of Emergency Appropriation:

*[DOCUMENT FULLY THE CIRCUMSTANCES FOR THE EMERGENCY RESOLUTION. SHORT TERSE STATEMENTS SUCH AS "INSUFFICIENT APPROPRIATION," "ROADS NEED REPAIR" ARE NOT ACCEPTABLE AND WILL ONLY DELAY THE REVIEW OF THE EMERGENCY.]*

Date of Occurrence: \_\_\_\_\_  
Have any contracts been awarded or purchase orders placed in connection with this emergency appropriation? \_\_\_\_\_

Have any payments been made in connection with this emergency appropriation?  
\_\_\_\_\_

If costs are in excess of \$[bid limit] for either labor or materials, or both, will bids be advertised for? \_\_\_\_\_

If not, have resolutions been adopted declaring an exigency to exist which will not permit the advertisement for public bids? \_\_\_\_\_

Will work be performed by contract, force account or otherwise? \_\_\_\_\_

Signed \_\_\_\_\_  
Title CHIEF FINANCIAL OFFICER

Dated: \_\_\_\_\_