

BOROUGH OF HILLSDALE
RESOLUTION 13103

ESTABLISHING NEW PETTY CASH FUND

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 Borough of Hillsdale, County of Bergen to establish such a fund for the Stonybrook Swim Pool Commission in the amount of \$100.00; and

WHEREAS, the custodian for this fund is, Patricia Hughes, who is bonded for the amount of \$1,000,000.; such custodian shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures;

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council of the Borough of Hillsdale hereby authorizes such action and that two copies of this resolution be filed with the Division of Community Affairs for approval.

Council member	Motion	Second	Yes	No	Absent	Abstain
DeGise, Jason		x	x			
Frank, Douglas			x			
Kelley, Thomas	x		x			
Looes, Chrisoula			x			
Meyerson, Lawrence			x			
Pizzella, Frank			x			

Adopted: May 14, 2013



Susan Witkowski
Municipal Clerk



Max Arlowitz
Mayor

BUDGET FORM

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
APPLICATION TO ESTABLISH A PETTY CASH FUND

_____ OF _____ COUNTY OF _____

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 the aforementioned office or department to pay claims specifically described as follows:

Department Of

It is estimated that the maximum amount of such claims to be paid in any one month will be \$ _____ It is estimated that the maximum amount of such claims to be paid in any fiscal year 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 or the amount of the fund, whichever is greater.

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

Petty Cash Funds Currently In Existence and Approved By The Division of Local Government Services	
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____

This application was authorized at a meeting of the _____ of the _____ of _____, County of _____ held on the _____ day of _____, _____ and upon approval of the Director 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 the above charges are for emergency purchases and are not of such nature that should be processed through an encumbrance system.

CFO Date

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

Clerk Date

Approved by: _____
Duly Appointed Designee of the Director, Division of Local Government Services Date