

PETTY CASH APPROVAL PROCEDURE

For Municipalities and Counties

Authority: N.J.S.A. 40A:5-21 Petty Cash Fund of Local Unit

A local unit may establish a petty cash fund upon written application to and after approval by the director. All matters relating to the establishment, accounting, repayment and discontinuance of such fund shall be at the discretion of the director, who shall promulgate reasonable rules and regulations in respect thereto.

Administering Agent: New Jersey Department of Community Affairs
Director, Division of Local Government Services

Initial Application:

Completed application and two certified copies of adopted resolution should be submitted to Division for approval.

Change in Custodian:

Two certified copies of adopted resolution identifying new custodian and amount of surety bond should be submitted to the Division for approval.

Change in Monetary Amount of Petty Cash Fund:

Completed application and two certified copies of adopted resolution should be submitted to Division for approval.

Rescissions:

Certified copy of adopted resolution should be submitted in duplicate to the Division for approval.

Annual Approval and Closeout:

The governing body should approve petty cash funds annually. Proof of reapproval to the Division of Local Government Services is not required.

All petty cash funds must be closed to operations at year-end in compliance with the regulations.

Return to:

Director
Division of Local Government Services
Department of Community Affairs
P.O. Box 803
Trenton, New Jersey 08625-0803

Resolution: Establishing a New Petty Cash Fund

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 _____, of _____, County of _____ to establish such a fund for the _____ in the amount of \$_____; and

WHEREAS, the custodian for this fund is, _____, who is bonded for the amount of \$_____; 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 _____ hereby authorizes such action and that two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

Adopted this ___ day of _____,
Certified as a true copy of an original

Municipal Clerk

Resolution: Rescinding Petty Cash Fund

WHEREAS, it is the desire of the _____, of _____, County of _____ that the petty cash fund for the _____ be rescinded.

NOW, THEREFORE, BE IT RESOLVED that the _____, of _____, County of _____ hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval

Adopted this ___ day of _____,
Certified as a true copy of an original

Municipal Clerk

Resolution: Change In Monetary Amount

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund, and,

WHEREAS, it is the desire of the _____, of _____, County of _____ that the petty cash fund for the _____ be increased from \$ _____ to \$ _____.

NOW, THEREFORE, BE IT RESOLVED that the _____, of _____, County of _____ hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval

Adopted this ____ day of _____,
Certified as a true copy of an original

Municipal Clerk

Resolution: Change In Custodian Of Petty Cash Fund

WHEREAS, _____ was custodian of the _____ Petty Cash Fund, and

WHEREAS, in accordance with N.J.S.A. 40:5-21, the _____ of _____ is changing custodians to _____; and

WHEREAS, _____ is bonded in the amount of \$ _____ by virtue of a surety bond.

NOW, THEREFORE, BE IT RESOLVED that the _____, of _____, County of _____ hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval

Adopted this ____ day of _____,
Certified as a true copy of an original

Municipal Clerk

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:

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*