

**Resolution of the Demarest Governing Body**

**Resolution No. 007-24**

**January 1, 2024**

<b>Council Member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
<b>Jiang</b>		✓	✓			
<b>Fox</b>			✓			
<b>Marks</b>			✓			
<b>Slowikowski</b>	✓		✓			
<b>Reiss</b>			✓			
<b>Collins</b>			✓			

**TITLE: RESOLUTION OF THE BOROUGH OF DEMAREST AUTHORIZING AND ESTABLISHING PETTY CASH FUNDS FOR THE YEAR 2024**

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**WHEREAS**, the Mayor and Council of the Borough of Demarest do hereby authorize and establish the following petty cash funds, as previously approved by The Division of Local Government Services naming the CFO as the Custodial of Petty Cash:

- Finance:           \$ 250.00
- Clerk               \$ 150.00
- Police:            \$ 250.00
- Public works      \$ 200.00
- Recreation Commission:       \$75.00


**WHEREAS**, it is the intent of the Mayor and Council to formally establish guidelines for the use of such funds as follows:

- Petty Cash is be used for business related cash expenditures or reimbursement of \$75 or less.
- A petty Cash slip indicating the name, purpose, date, amount and line-item to charge MUST be completed and signed by the individual receiving the funds. Additionally, a receipt MUST be attached. The slip MUST also be signed by the Petty Cash Custodian
- The Petty Cash fund will be replenished periodically. All receipts will be attached and included on the payment of bills.

**WHEREAS**, the Mayor and Council authorize the Borough CFO to draw checks from the Current Account in those amounts captioned above:

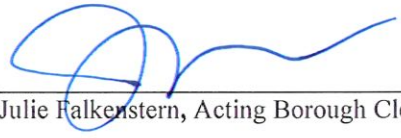
**NOW, THEREFORE, BE IT RESOLVED** that in accordance with NJSA 40A:5-21, said petty cash funds are established.

APPROVED:

  
\_\_\_\_\_  
Mayor Brian Bernstein

**CERTIFICATION**

I, Julie Falkenstern, Acting Borough Clerk, of the Borough of Demarest, in the County of Bergen and the State of New Jersey do hereby certify that the foregoing Resolution is a true copy of the original resolution duly passed and adopted by the Governing Body at the meeting on January 1, 2024

  
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Julie Falkenstern, Acting Borough Clerk