

**BOROUGH OF BLOOMSBURY
COUNTY OF HUNTERDON**

ORDINANCE NO. 108 - 05

**AN ORDINANCE ESTABLISHING A CLAIMS PROCEDURE
FOR THE PAYMENTS OF BILLS**

Be it ordained by the Mayor and Council of the Borough of Bloomsbury,
County of Hunterdon, State of New Jersey, as follows:

Certification prior to payment.

The Borough of Bloomsbury, by its governing body, shall not pay out any of its money;

- A. Unless the person claiming or receiving the same shall first present a detailed bill of times or demand, specifying particularly how the bill or demand is made up, with the certification of the party claiming payment that it is correct which certification should be in substantially the following form:

The undersigned, of full age, does hereby certify that the several items of the foregoing account are correct and true to the best of his or her knowledge and belief and the amount stated is justly due and owing as set forth.

The governing body may, by resolution, require an affidavit in lieu of the said certification, and the clerk or disbursing officer of the local unit may take such affidavit without cost.

- B. Unless it carries a written order or electronic certification of some officer or duly designated employee of the local unit having knowledge of the facts that the goods have been received by, or the services rendered to, the local unit.
- C. Notwithstanding the provisions of the Subsection A of this section, upon adoption by the Local Finance Board of rules adopted pursuant to the Administrative Procedure Act, P.L.

1968, c. 410 (N.J.S.A. 52:14B-1 et seq.) that provides for procedures to be followed by local units and under those circumstances deemed appropriate by the Board, the Borough shall be permitted to pay out its moneys without requiring a certification of the party claiming payment as otherwise required by Subsection A of this section. Such circumstances may include, but shall not be limited to:

- (1) When payment to vendors is required in advance of the delivery of certain materials or services that cannot be obtained from any other source at comparable prices; or (2) When ordering, billing and payment transactions for goods or services are made through a computerized electronic transaction; or
- (2) When claim or demand is less than a threshold set by the Board and the certification is not readily obtainable by the Borough; but such exceptions shall not include reimbursement of employee expenses or payment for personal service.

Payment of advances to officers and employees.

Notwithstanding the provisions of N.J.S.A. 40A:5-16.1, the Borough may, by resolution, provide for and authorize payment of advances to officers and employees of the local unit toward their expenses for authorized official travel and expenses incident thereto. Any such resolution shall provide for the verification and adjustment of such expenses and advances and the repayment of any excess advanced by means of detailed bill of items or demand and the certifications or affidavit required by N.J.S.A. 40A:5-16 which shall be submitted within 10 days after the completion of the travel for which an advance was made.

Payment of advances to nonprofit organizations or agencies.

Notwithstanding the provisions of N.J.S.A. 40A:5-16.2, the Borough may, by resolution, provide for and authorize payment of an advance to any nonprofit organization or agency with which the Borough has entered into a service contract, for the purpose of meeting service program start-up costs; provided, however, that:

- A. The source of the funds to be advanced is a federal grant allowing the local unit to receive funds in advance of disbursement and requiring that any interest earned on said funds be returned to the federal government;
- B. The governing body has determined, by resolution, that the advance is necessary in order to prevent undue hardship to said contractor in achieving the objectives of the federal grant;
- C. The amount of the advance to any given contractor does not exceed an amount equal to the total amount of the contract divided by the number of months in the term of the contract, and provided further that the total disbursements of the Borough to the contractor, including the amount of the advance outstanding, shall not, at any time, exceed the total cash receipt of the local unit under the federal grant up to that time; and,
- D. The resolution authorizing the advance includes a schedule for the depletion of the advance, in accordance with sound accounting practice, indicating that the advance will be entirely depleted by the termination date of the contract.

Approval of claims.

The governing body shall approve or disapprove all claims.

Chief Financial Officer.

- A. The governing body does hereby designate the Chief Financial Officer and determines him to be the certifying and approval officer. The Chief Financial Officer shall accept certifications required by N.J.S.A. 40A:5-16b, ascertaining the existence of proper and legal appropriations for the payments to be made and determining that there is legal authority for the payments, evidenced by action of a purchasing department or agent or officer in respect to the goods or services ordered and the incurring of the expense therefor.
- B. The Chief Financial Officer shall provide for the approving and certifying of the proper officer claims for payments and drawing checks therefor.
- C. The Chief Financial Officer shall prescribed for certifying approved claims to the governing body and regulating its approval or disapproval thereon.

Payment of claim.

Payment of claim shall be made by checks drawn on the municipality signed by the Mayor and countersigned by the Chief Financial Officer or, in their absence, the Council President and/or Municipal Clerk.

Books of account.

The Chief Financial Officer shall keep general books of account for the municipality and shall maintain same.

Property tax refunds or delinquencies.

The Chief Financial Officer shall have the authority to process without further action on the part of the governing body the cancellation of any property tax refund or delinquency of less than \$10.

Recording of claims; certification of availability of funds.

All claims approved for payment shall be recorded in the minutes of the governing body, and such approval shall be opened to the public. Prior to the presentation to the governing body of a claim's list, the Chief Financial Officer shall certify that there are funds available for said payment and that there is legal authority for the payments evidenced by action of the purchasing department or agent or officer in respect to the goods or services ordered and the incurring of the expense therefor.

Salaries, wages or other compensation.

The Borough shall pay salaries, wages or other compensation for services in the same manner as for checks drawn upon the municipality and signed for that purpose.

Return of materials upon expiration of term of office.

Whenever an official ceases to hold office in the Borough or, in the case of an employee who ceases employment, on the day of the expiration of the term of office or employment as the case may be, the officer or employee shall forthwith deliver to the Chief Financial Officer all Borough property including but not limited to code books, pagers, keys and computers.

Petty cash funds.

Certain petty cash funds in an amount not to exceed \$100.00 may be established by the Borough after approval by the Director of the Department of Community Affairs.

Payment for travel and incidental expenses.

The governing body may, by Resolution, provide for and authorize payment of advances to officers or employees toward their expenses for authorized travel and expenses incidental thereto. Any such Resolution shall provide for verification and adjustment of such expenses and advances and the repayment of any excess amount by receipt of a detailed bill and supporting certification, same to be submitted within ten (10) days of completion of said expenses.

Repealer. All Ordinances or parts of Ordinances which are inconsistent with this Ordinance shall be repealed as to their inconsistencies only.

Effective Date. This Ordinance shall take effect following final passage and publication in accordance with law.

Mark R. Peck, Mayor

Attest:

Lisa A. Burd,
Acting Borough Clerk

First Reading: October 25, 2005
Publication: December 8, 2005
Public Hearing: December 27, 2005
Adoption: December 27, 2005
Publication of Adoption: January 5, 2006

