

**Chapter 15****CLAIMS, PAYMENT OF**

§ 15-1. Approval procedure.

§ 15-2. Drawing of checks.

§ 15-3. Records.

§ 15-4. Payroll Account.

[HISTORY: Adopted by the Mayor and Council of the Borough of Wood-Ridge 12-26-75 by Ord. No. 700 as Section 2-16 of Chapter II of the 1975 Revised General Ordinances of the Borough of Wood-Ridge. Section 15-1A and D amended at time of adoption of Code; see Ch. 1, General Provisions, Art. III. Other amendments noted where applicable.]

§ 15-1. Approval procedure.

The Mayor and Council shall approve or disapprove all claims, bills or demands made against the borough in the following manner:

- A. All claims, bills or demands against the borough shall be fully itemized and written on the regular purchase order forms provided by the Clerk, as approved by the Council. The claimant shall swear to the affidavit attached to the form and present the same to the account clerk, in the Treasurer's office, who shall, after examination thereof, deliver such claim, bill or demand to the department head for signature verifying the receipt, the price, the quantity and quality of the goods or services. The department head shall then present the purchase order form to the chairman of the committee having jurisdiction over the matter.<sup>1</sup>
- B. The claim, bill or demand shall be compared by the chairman of such committee, and if found correct as to delivery, quantity

<sup>1</sup> Editor's Note: Amended at time of adoption of Code; see Ch. 1, General Provisions, Art. III.

and price, he shall endorse his approval thereon and deliver the same to the Chairman of the Finance Committee.

- C. The Finance Committee shall approve or disapprove the claim, bill or demand and, if the claim, bill or demand is found correct, endorse its approval thereon and report the same to the Council for payment.
- D. After a claim, bill or demand is approved for payment by the Council, it shall be delivered to the Accounts Clerk/Treasurer for preparing warrants and then delivered to the fiscal officer of the borough for payment.<sup>2</sup>
- E. No claim, bill or demand shall be paid by the fiscal officer or the borough unless the same has been properly approved and ordered paid by resolution of the Council, except in emergency circumstances where such payment shall be ratified, confirmed and approved by resolution of the Council.
- F. Every approved claim, bill or demand shall bear the date of approval, the amount for which a warrant shall be drawn, the signature of the chairman of the committee under whose direction the indebtedness was incurred and the approval of a majority of the members of the Finance Committee, as evidenced by their signatures and the signed approval of the Mayor.

#### § 15-2. Drawing of checks.

Checks drawn in payment of claims, bills or demands against the borough, approved for payment in accordance with § 15-1, shall be drawn on the treasury and signed by the Mayor or officially designated chief executive acting in the absence of the Mayor and shall be countersigned by the Treasurer and Borough Clerk or such other persons officially designated to act in their absence.

#### § 15-3. Records.

All claims, bills or demands against the borough approved for payment in accordance with § 15-1 shall be recorded in the official

<sup>2</sup> Editor's Note: Amended at time of adoption of Code; see Ch. 1, General Provisions, Art. III.

minutes of the borough in a manner prescribed by the New Jersey State Director of Local Governments, and the record of approval shall be open to the public.

**§ 15-4. Payroll Account.**

The Borough Treasurer shall present to the Mayor and Council, for approval, warrants drawn to the order of the Borough Payroll Account, as follows:

- A. At the first meeting of the Council in January of each year, there shall be approved an account to be designated the "Borough of Wood-Ridge Payroll Account," and from time to time the Borough Treasurer, upon receipt of a warrant for the amount due such Payroll Account, shall charge the appropriate budgetary accounts therewith.
- B. The Borough Treasurer shall thereafter draw checks on the Payroll Account to the employees entitled to payment therefrom.
- C. At each regular meeting of the Council, the Borough Treasurer shall submit for the approval or ratification, as the case may be, the necessary payrolls for the amount due to the several officers and employees for compensation. The payroll shall be considered by the Council in due course and approved if found to be correct.
- D. In case of error or adjustment in the payroll, the Borough Treasurer shall, and it shall be his duty to, see that such error or adjustment is properly corrected and appropriate record made thereof.
- E. Such officers as may be determined by the Council are hereby authorized to sign warrants drawn in favor of the Payroll Account, upon due notice that the appropriate payrolls have been approved by the proper committees and by the proper certifying authorities, which certifying authorities and committees shall be those designated by resolution.