

**ORDINANCE NO. 14 – 2015  
AMENDING and SUPPLEMENTING  
CHAPTER 8, “CLAIMS APPROVAL”  
OF THE CODE OF THE CITY OF MARGATE CITY,  
COUNTY OF ATLANTIC AND STATE OF NEW JERSEY**

**BE IT ORDAINED** by the Board of Commissioners of the City of Margate City, County of Atlantic and State of New Jersey as follows:

**SECTION 1. Chapter 8 “Claims Approval”**, shall be amended to read as follows with all other sections not mentioned to remain the same:

**§ 8-1 Bill of demand or affidavit for payment.**

Any person claiming payment from the City, shall present a detailed bill of demand, per N.J.S.A. 40A:5-16, to the Chief Financial Officer and/or their designee, duly certified or, in the alternative, supported by an affidavit of the claimant.

**§ 8-2 Certification of receipt of materials or services rendered.**

It shall be the duty of the Chief Finance Officer and/or his/her designee to see that the signature of the officer or employee, who has been duly designated by the City to certify that the materials have been received by or the services rendered to the City, appears on every claim (N.J.S.A. 40A:5-16).

**§ 8-3 Approval procedure.**

Claims shall be presented to the Commissioner of the department responsible for the placing of the order who, if satisfied that the claims are proper, shall file the claims with the Chief Financial Officer and/or his/her designee. The City Clerk shall present these claims to the Board of Commissioners for formal approval at a regular meeting.

**§ 8-4 Consideration of claims by Board of Commissioners.**

A list of all claims shall be presented for approval, and said schedule or list shall be made available to every member of the Board of Commissioners at **least three days** before the claims are subject to formal action by that Board. All claims shall be considered by the Board of Commissioners, which shall approve the same, except that the Board of Commissioners may reject any claim presented to it, stating the reason for such rejection. Any disapproved claim shall be referred back to the Chief Financial Officer and/or this/her designee with such instructions as the Board of Commissioners may give at the time of disapproval.

**§ 8-5 Records.**

It shall be the duty of the City Clerk, and/or his/her designee to record all claims in the official minutes, indicating that the Board of Commissioners has by formal action approved the same, with an appropriate record as to any claims disapproved or rejected. After approval, claims shall be listed in a book or record to be designated as "Claims

Approved by Board of Commissioners on (insert date)." This listing shall be amplified by appropriate detail in the minutes to permit ready identification.

**§ 8-6 Indication of approval.**

It shall be the duty of the Chief Financial Officer and/or his/her designee, to indicate on said claims that they have been approved for payment, with the date of approval thereof noted on the claim.

**§ 8-7 Preparation and signing of checks.**

After the City Clerk has certified that the claims have been approved, he/she shall turn the same over to the Chief Financial Officer and/or his/her designee, who shall forthwith prepare the necessary checks for the payment thereof. Said checks shall be signed by the Mayor and the Chief Financial Officer. After preparing checks for the payment of claims, the Chief Financial Officer and/or his/her designee shall record them in proper books of account and shall thereafter mail or otherwise distribute the checks to the claimants.

**§ 8-8 Preparation of Time Sheets for Payroll.**

Department heads, or such officer or employees as designated, shall prepare the necessary time sheets for all employees, and certify that the services have been rendered and that the amount specified is in fact due and owing to the employee or employees. Said payroll shall then be presented to the Board of Commissioners for approval.

**§ 8-9 Establishment of payroll account; payments.**

A payroll account is hereby established. The City elects for the biweekly payment of salaries, wages and compensation. The Board of Commissioners may thereafter by resolution prescribe the manner in which payroll checks shall be drawn, who shall sign the same and the dates on which payment shall be made.

**SECTION 2:** All ordinances or parts of ordinances inconsistent with any terms of this ordinance are hereby repealed to the extent of such inconsistency only.

**SECTION 3:** This ordinance shall take effect upon its final passage and publication as required by law.

Board of Commissioners of the City of  
Margate City, New Jersey

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Michael Becker, Mayor

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John F. Amodeo, Commissioner

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Maury Blumberg, Commissioner

Introduction: October 1, 2015  
PH/ Adoption: October , 2015