

RESOLUTION 2024-125

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY, AUTHORIZING A CHANGE IN CLAIMANT CERTIFICATION REQUIREMENT

WHEREAS, N.J.S.A. 40A:5-16 requires that the governing body of any local unit shall not pay out of its monies unless:

- (a) the person claiming or receiving payment first presents a detailed bill of items or demand, specifying particularly how the bill or demand is made up (the Invoice), with the certification of the party claiming payment that the bill or demand is correct (the Claimant Certification).
- (b) the payment carries a written 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 (certification of the user department).

WHEREAS, N.J.A.C. 5:30-9A.6(c), N.J.A.C. 5:31-4.1, and Local Finance Notice 2018-13 gives local units discretion to not require claimant certification by enacting a standard policy by resolution for vendors or claimants who do not provide such certification as part of its normal course of business; and

WHEREAS, the Township of Chatham Chief Financial Officer has in place internal accounting controls and has determined same to be sufficient to avoid errors and fraud in the processing of claims for payment.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Chatham that authorization is given as follows:

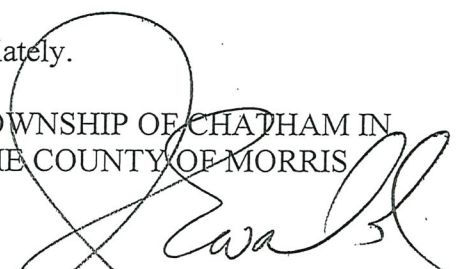
1. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. The Township hereby establishes a policy requiring the claimant certification pursuant to N.J.S.A. 40A:5-16(b) under the following circumstances only:
 - a. Advances or reimbursement of employee expenses, or
 - b. Services provided exclusively and entirely by an individual (e.g. sole proprietors)
3. The Township reserves the right, in its sole discretion, to require claimant certification as it deems necessary and appropriate.
4. This policy regarding claimant certifications shall be communicated to vendors.
5. This Resolution shall take effect immediately.

Adopted: May 21, 2024

Attest:


Gregory J. LaConte, Clerk

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

By 
Stacey Ewald, Mayor