**RESOLUTION NO. 2018-5.\_\_\_
OF THE GOVERNING BODY OF
THE BOROUGH OF BLOOMINGDALE**

**RESOLUTION AUTHORIZING THIRD PARTY PAYROLL DISBURSEMENTS**

**WHEREAS**, N.J.A.C. 5:30-1, entitled “Electronic Disbursement Controls for Payroll Purposes,” sets forth standards for local governments to follow when contracting with an organization to make disbursements on behalf of the local unit, as permitted by N.J.S.A. 52:27D-20.l; and

**WHEREAS**, the Borough Council of the Borough of Bloomingdale must formally approve payroll service provider access to Borough funds, assign responsibility to an official to oversee the process, and enact policies regulating payroll disbursements by payroll service providers;

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Bloomingdale, in the County of Passaic, State of New Jersey as follows:

1. ADS is authorized to prepare any necessary payment documentation and make payroll and payroll agency disbursements on behalf of the Borough by executing such disbursements from the Borough’s designated bank accounts, or by taking possession of Borough funds to make such disbursements and to hold those funds pending transmittal.
2. ADS shall use its own customized programming process to execute disbursements for the Borough.
3. The Chief Financial Officer is hereby appointed the approval officer and shall be responsible for authorizing and supervising the activities of the payroll service with respect to the disbursement of Borough funds, and shall further be charged with the reconciliation and analysis of all Borough general ledger accounts affected by the activities of the disbursing organization.
4. ADS shall be required to report any irregularities that may indicate potential fraud, noncompliance with appropriate laws, dishonesty or gross incompetence on the part of any approval officer.
5. ADS shall report circumstances that could jeopardize its ability to continue operations or otherwise interrupt the service provided to the Borough.
6. ADS shall comply with the requirements of N.J.A.C. 5:30-17.5 by providing documentation on an annual basis that ADS has its own internal controls and appropriately safeguards against theft and other adverse conditions

***Record of Council Vote on Passage***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Council person | aye | nay | Abstain | Absent | Council person | aye | nay | Abstain | Absent |
| Costa |  |  |  |  | Hudson |  |  |  |  |
| D’Amato |  |  |  |  | Sondermeyer |  |  |  |  |
| Dellaripa |  |  |  |  | Yazdi |  |  |  |  |

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Governing Body of the Borough of Bloomingdale at an Official Meeting held on May 15, 2018.

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Breeanna Calabro, R.M.C.

Municipal Clerk, Borough of Bloomingdale