

**AN ORDINANCE AMENDING CHAPTER 2, SECTIONS 8.1 and SECTION 8.7 OF THE
REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF WEST ORANGE
(DEPARTMENT OF ADMINISTRATION AND FINANCE; DEPARTMENT GENERALLY;
DIVISION OF ACCOUNTS AND CONTROL)**

BE IT ORDAINED BY THE MUNICIPAL COUNCIL OF THE TOWNSHIP OF WEST ORANGE, NEW JERSEY that Chapter 2, Section 8.1 AND Section 8.7 of the Revised General Ordinances of the Township of West Orange be and are hereby amended as follows:

- I. PURPOSE The purpose of this ordinance is to clarify the responsibilities and chain of command for the Township Comptroller, specifically with respect to N.J.S.A. 40:69A-48.
- II. CHAPTER 2, SECTION 8.1 SHALL BE AND HEREBY IS AMENDED AND SUPPLEMENTED TO INCORPORATE THE FOLLOWING:

§ 2-8 DEPARTMENT OF ADMINISTRATION AND FINANCE.

§ 2-8.1 Department Generally.

[1972 Code § 2-5.1; Ord. No. 2329-11 § I]

There shall be a Department of Administration and Finance. Within the Department of Administration and Finance there shall be a Division of Administration, a Division of Purchasing, a Division of Personnel, a Division of Treasury, a Division of Collections, a Division of Assessments and a Division of Accounts and Control. The Business Administrator shall serve as the Director of the Division of Administration, the Division of Personnel and the Division of Assessments, without additional compensation. The Chief Financial Officer shall ~~serve as the Director of Finance supervising and directing~~ **supervise and direct** the Division of Purchasing, the Division of Treasury, **and** the Division of Collections ~~and the Division of Accounts and Control~~, without additional compensation, under the supervision and direction of the Business Administrator. The Business Administrator may designate a member of the Department of Administration and Finance or any Department Director to act as Assistant Administrator in his/her absence as he/she may direct, and to perform such other duties as may be assigned, without additional compensation.

- III. CHAPTER 2, SECTION 8.1 SHALL BE AND HEREBY IS AMENDED AND SUPPLEMENTED TO INCORPORATE THE FOLLOWING:

§ 2-8.7 Division of Accounts and Control.

[1972 Code § 2-5.8; Ord. No. 2329-11 § I]

Within the Department of Administration and Finance there shall be a Division of Accounts and Control, the head of which shall be the Township Comptroller, ~~who shall be the Chief Financial Officer~~. The Comptroller shall, prior to his or her appointment, be qualified by at least five years' training or experience or a combination thereof in governmental accounting and financial control. **The Comptroller shall exercise of the control function in the management of the finances of the Township as required**

by N.J.S.A. 40:69A-48 and shall be supervised directly by the Mayor. The Accounts and Control Division shall:

- a. Develop, maintain and enforce a uniform system of accounts, including forms, standards and procedures for all Departments of the Township government including the collection of any and all required economic data required for the efficient and effective operation of the Departments.
- b. Maintain and operate the Township's central bookkeeping and accounting records according to sound accounting principles, and in accordance with the requirements of the Director of the State Division of Local Finance.
- c. Install and provide such records and reports as may be prescribed or approved by the Business Administrator for the determination of the cost of performance of each functional program or activity, measured in such work units as may be appropriate thereto.
- d. Audit all receipts and disbursements of the Township government and of each of its departments and pre-audit all bills, claims and demands against the Township, including payrolls.
- e. Control all expenditures to assure that budget appropriations are not exceeded, and maintain such books and records as may be required for the proper exercise of such budgetary control, including an encumbrance system of budget operation.
- f. Review each proposed expenditure and commitment to be made on behalf of any department for conformity with State law, the Charter and ordinances of the Township, and authorize only such expenditures and commitments as conform with all the requirements of the Administrative Code.
- g. Supervise the administration of the Township debt and the receipt and delivery of Township bonds and notes for transfer, regulation or exchange.

- IV. REPEAL OF CONFLICTING ORDINANCES Any Ordinances of the Township which are in conflict with this Ordinance are hereby repealed to the extent of such conflict.
- V. SEVERABILITY If any part of this Ordinance shall be deemed invalid, such parts shall be severed and the invalidity thereof shall not affect the remaining parts of this Ordinance.
- VI. EFFECTIVE DATE This Ordinance shall take effect upon final passage and publication in accordance with the law.

Karen J. Carnevale, R.M.C.

Susan McCartney, Mayor

Tammy Williams, Council President

Introduced: May 16, 2023

Adopted: , 2023