

**From:** Joy Lascari [<mailto:joy.lascari@ci.orange.nj.us>]

**Sent:** Thursday, January 09, 2014 5:01 PM

**To:** Adrian Mapp; Adrienne Wooten; Annette Robinson; Antoinette Dismukes; Beatrice Cesario; Carl Smith; Cheryl Davis-Marshall; Chris Mobley; Crystal Pollard; Dolores Barnes; Ellie Serrano; Hakim Simes; Haneefah Norman; Jashlyn Wingfield; Jimmy Rothenburger ([jrothen@ci.orange.nj.us](mailto:jrothen@ci.orange.nj.us)); John Petroccia; Keith Pressey ([k.pressey@ci.orange.nj.us](mailto:k.pressey@ci.orange.nj.us)); Laquana Best; Lawanda Henry; Linda Askew; Margarete Homere; Marty Mayes; Melissa Young; Michael Dowd; Roxanne Prioletti; Sandy Mason; Sharae Porch; Sharon Watkins ([swatkins@ci.orange.nj.us](mailto:swatkins@ci.orange.nj.us)); Stephanie Cosey; Sybil Elias; TaQuisha Knight; Tonia Whidbee ([twhidbee@ci.orange.nj.us](mailto:twhidbee@ci.orange.nj.us)); Tonka Barrett; Towana Pierce; Ty Cooper; Wendy Brown; Wendy Sykes; Willis Edwards III

**Cc:** Adrian Mapp

**Subject:** Message from the CFO

Happy New Year.

We are now up and operating in the 2014 Calendar Year.

The Temporary Budget, passed by Council, has been entered into the Edmunds Accounting System. Please be aware of your budget.

Enter requisitions for all monthly contractual obligations for the months of January, February, and March (only) as soon as possible to ensure those obligations are met.

Accounts for 2014 budget year start with 4-01-(your accounts).....

For services rendered in 2013, requisitions may be charged against the 3-01-(your accounts)..... budget lines IF there are adequate funds available in the control account.

IF you have an item for 2013 service for which there is NOT sufficient funds in the 3-01-(your accounts)..... control account --- please contact the CFO immediately! Do not assume to charge 2013 obligations against the 2014 budget unless directed otherwise by the CFO.

Reminder:

Requisitions must be entered / approved / and Purchase Order generated PRIOR to seeking any goods or services. This cannot be stressed enough..!!!!

With that in mind, I expect to see a flood of Requisitions in the system for all 2014 (first quarter) operations. (write the word "ESTIMATE" in the [catalog number] box) for vehicle maintenance, utility, telephone.... - type obligations, to encumber in advance of the work being done., and before the invoices arrive.

I look forward to a smooth and prosperous new year.

Thank You,

Joy Lascari, CFO  
X4106

p.s. feel free to contact me with any questions