SCOTT P. KIEDROWSKI
City Clerk-Treasurer
scottkie@northtonawanda.org

Catherine P. Gambino
Assistant City Clerk

Denise Proefrock
Assistant City Treasurer

City of North Tonawanda

OFFICE OF THE CITY CLERK - TREASURER
VITAL STATISTICS
CITY HALL
216 PAYNE AVENUE
NORTH TONAWANDA, N.Y. 14120

Clerk's Office: (716) 695-8555
Clerk's Fax: (716) 695-8557
Treasurer's Office: (716) 695-8575
Treasurer's Fax: (716) 505-2133

FEB 21 2012

February 15, 2012

Honorable Mayor and Common Council
216 Payne Avenue, City Hall
North Tonawanda, NY 14120

Dear Honorable Mayor and Common Council:

As of this date, I have counted the petty cash and receipts for all authorized Departments and found them to be correct.

Please authorize each Department to submit petty cash slips and vouchers to the City Accountant for payment.

Also, please authorize each Department to continue using the following petty cash accounts:

Building Inspector	$ 100.00
City Clerk	$ 100.00
Engineering	$ 100.00
Fire Department	$ 500.00
Flexible Spending Acct	$10,000.00
Golf Course	$ 1,000.00
Police Department	$ 1,000.00
Public Works	$ 500.00
Recreation	$ 600.00
Treasurer	$ 1,000.00
Water Department	$ 500.00
WWTP	$ 500.00

Thank you for your cooperation.

Respectfully,

Scott P. Kiedrowski

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City Clerk-Treasurer

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