

**Chief Financial Officer (CFO), Temporary Chief Financial Officer; for Counties, N.J.S.A. 40A:9-28.4(d); for Municipalities, N.J.S.A. 40A:9-140.13(f)**

Pursuant to each of the above statutes, upon the vacancy of the CFO's office by a Certified County Finance Officer (CCFO) in the case of a county, or a Certified Municipal Finance Officer (CMFO), in the case of municipality, a non-certified Temporary CFO may be appointed for one year from the date of the vacancy. With approval of the Director of the Division of Local Government Services (DLGS), the Temporary CFO may be appointed for two additional one-year terms. If approval is being sought for a second or third year term of a Temporary CFO, please complete the following questionnaire and attach it to the letter requesting same. Also, please include any additional explanations, where applicable, in a separate attachment. Finally, please sign and date at the bottom attesting to your answers. Applications may be mailed to the attention of the Director, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625-0803. Approvals will not be granted without the filing of this questionnaire with the letter requesting approval for the reappointment.

Municipality or County: \_\_\_\_\_

Name of Temporary CFO (please print): \_\_\_\_\_

Date of Vacancy: \_\_\_\_\_

Is this request for a second one-year term or a third one-year term? 2<sup>nd</sup> year \_\_\_\_ 3<sup>rd</sup> year \_\_\_\_

1. Are you actively seeking certification as a CMFO or CCFO? That is, are you currently enrolled in the financial administration classes administered by Rutgers University, and are you planning to apply for admission to the CMFO or CCFO certification exam administered by the Division?

Yes \_\_\_\_ No \_\_\_\_ If you checked no, please explain on a separate sheet and attach.

2. As a condition of your being hired, did the municipality or county perform a background check that included any pending criminal or civil matters, and a credit check?

Yes \_\_\_\_ No \_\_\_\_ Unknown \_\_\_\_

3. Are there any repeat comments on the most recent Annual Audit that are attributable to the CFO's office which must still be corrected?

Yes \_\_\_\_ No \_\_\_\_ If you checked yes, please explain on a separate sheet and attach.

4. Are there any complaints against the CFO's office from a member of the public or other persons that would be considered serious, i.e., that might involve possible litigation against the municipality or county?

Yes \_\_\_\_ No \_\_\_\_ If you checked yes, please explain on a separate sheet and attach.

5. Is there any other information that the Division should consider in its review of the request for your reappointment as Temporary CFO?

Yes \_\_\_\_ No \_\_\_\_ If you checked yes, please explain on a separate sheet and attach.

I attest that the answers contained in this questionnaire are true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_