

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
CONCERNING PETTY CASH AND CHANGE FUNDS**

WHEREAS, the Washington State Auditor requires that all petty cash and change funds be established by resolution; and

WHEREAS, the Olympia City Council adopted Resolution No. M-1796 on September 10, 2013, establishing the City's petty cash and change funds; and

WHEREAS, Resolution No. M-1796 established two change funds for the Olympia Police Department (OPD), one authorized for use by the Olympia Jail for processing certain permits and one authorized for use by OPD at its City Hall location for various receipting purposes; and

WHEREAS, there is no longer a need for the change fund at the Olympia Jail; and

WHEREAS, there is a need for a change fund to be used by OPD at its City Hall location for processing various public safety related receipting, such as background checks and permits; and

WHEREAS, (1) the change fund currently used by the Olympia Jail should be eliminated, and (2) the change fund currently being used by OPD at City Hall should be re-named;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Resolution No. M-1796 is hereby repealed.

Section 2. The following petty cash and change funds are hereby authorized:

<u>Petty Cash</u>	<u>Amount</u>
Finance Office	\$ 570.00
Fire Department	200.00
Police Department – City Hall	250.00
The Olympia Center	200.00
Recreation – After Hours Program	50.00

<u>Change Funds</u>	<u>Amount</u>
City Hall – Customer Care	\$1,450.00
Olympia Municipal Court	250.00
Probation	50.00
Police Department – City Hall	300.00
The Olympia Center – Main Counter	300.00
Recreation – After Hours Program	20.00
The Olympia Center – Change Machine	270.00
Community Planning & Development	1,000.00
Yard Waste/Organics Drop-Off	100.00


PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2016.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY (DCA)