

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-1877 on May 23, 2017, establishing the City's petty cash and change funds; and

**WHEREAS**, Resolution No. M-1877 established a \$570 petty cash fund for the Finance Office; and

**WHEREAS**, the Fleet department does not currently have authorization for its own petty cash fund, and utilizes the Finance Office's petty cash for cash payments to the Thurston County Auditor's Office for registration and titling fees upon receipt of new fleet vehicles; and

**WHEREAS**, staff has proposed reduction of the Finance Office petty cash fund from \$570 to \$370 and establishment of a \$200 petty cash fund for the Fleet Department; and

**WHEREAS**, the Washington State Auditor recommends the City Council authorize each individual petty cash and change fund and any changes thereto by resolution;

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

**Section 1.** Resolution No. M-1877 is hereby repealed.

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

<u>Petty Cash</u>	<u>Amount</u>
Finance Office	\$ 370.00
Fleet Department	200.00
Fire Department	200.00
The Olympia Center	200.00

  

<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
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 \_\_\_\_\_ 2017.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:



\_\_\_\_\_  
DEPUTY CITY ATTORNEY