

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-1851 on October 25, 2016, establishing the City's petty cash and change funds; and

**WHEREAS**, Resolution No. M-1851 established a \$50 petty cash fund as well as a \$20 change fund for the Parks Department, Recreation – After Hours Program; and

**WHEREAS**, neither the petty cash fund nor the change fund are being utilized by the Parks Department; and

**WHEREAS**, staff has proposed (1) elimination of the petty cash fund utilized by the Parks Department, Recreation – After Hours Program and (2) elimination of the change fund utilized by the Parks Department, Recreation – After Hours Program; 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**Section 1.** Resolution No. M-1851 is hereby repealed.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

<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 \_\_\_\_\_ 2016.

\_\_\_\_\_  
MAYOR

ATTEST:

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

APPROVED AS TO FORM:

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