



City Council

Resolution Setting Petty Cash and Change Fund Amounts

Agenda Date: 9/18/2012
Agenda Item Number: 4.C
File Number: 12-0537

Type: resolution **Version:** 1 **Status:** Passed

Agenda Item:

Resolution Setting Petty Cash and Change Fund Amounts

Issue:

Approve current petty cash and change fund amounts.

Committee Recommendation:

Not referred to a committee.

City Manager's Recommendation:

Move to adopt resolution establishing petty cash and change fund amounts.

Staff Contact:

Dean Walz, Fiscal Services Director, Administrative Services Department, 360.753.8465

Presenter(s):

None. Consent Calendar item.

Background and Analysis:

The State Auditor requires that legislative bodies establish petty cash and change funds for their entities. In June 1994, the City Council authorized by resolution M-1381 petty cash and change funds not to exceed \$5,000. During the audit by the State Auditor's Office this year, the auditor recommended that the Council approve each petty cash and change amount rather than having a blanket authorization. The attached resolution would approve existing petty cash and change funds. The total is \$4,535.

Neighborhood/Community Interests (if known):

None known.

Options:

- 1) Approve resolution.
This would retain current petty cash and change amounts
- 2) Approve resolution with different amounts.
- 3) Do not approve resolution.

This would impact the ability of the various departments to function efficiently.

Financial Impact:

Retains the current petty cash and change funds totaling \$4,535.