



## City Council

### Approval of Resolution Regarding Petty Cash and Change Funds

**Agenda Date:** 9/10/2013  
**Agenda Item Number:** 4.B  
**File Number:** 13-0689

---

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

---

#### **Title**

Approval of Resolution Regarding Petty Cash and Change Funds

#### **Recommended Action**

##### **City Manager's Recommendation:**

Approve attached resolution

#### **Report**

##### **Issue:**

Increasing the change fund of the Community Planning & Development Department, to accommodate two receipting stations.

#### **Staff Contact:**

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

#### **Background and Analysis:**

Currently the Community Planning & Development (CP&D) Department has one cash drawer for receipting with a change fund of \$400. They will be adding a second cash drawer to enhance internal control as recommended by the State Auditor. Currently more than one person (such as lunch coverage) uses the same cash drawer. The increase of \$600 in total petty cash and change funds will provide \$500 for each of the CP&D cash drawers.

The State Auditor recommends that the Council authorizes each individual petty cash and change account and any changes thereto.

#### **Options:**

- 1) Approve the resolution which will provide an additional \$600 of changes funds.
- 2) Do not approve the resolution. CP&D will allocate the existing \$400 in change funds to the two cash drawers.

#### **Financial Impact:**

Minimal, CP&D customer service counter will accommodate a second cash drawer.