



## City Council

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

**Agenda Date:** 2/7/2017  
**Agenda Item Number:** 4.B  
**File Number:** 17-0098

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

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#### Title

Approval of a Resolution Regarding Petty Cash and Change Funds

#### Recommended Action

##### Committee Recommendation:

Not referred to a committee.

##### City Manager Recommendation:

Move to approve the resolution concerning petty cash and change funds.

#### Report

##### Issue:

Whether to eliminate the "Recreation - After Hours Program" petty cash fund and eliminate the "Recreation - After Hours Program" change fund.

##### Staff Contact:

Stacie Tellers, Senior Accountant, Administrative Services, 360.753.8599

##### Presenter(s):

None - Consent Calendar Item.

#### Background and Analysis:

Currently the Parks Department - Recreation, After Hours Program has authorization for a petty cash and change fund. Petty Cash funds are used by departments for small purchases by staff members that do not have a City credit card. The \$50 Parks Department - Recreation, After Hours Program petty cash fund is currently authorized, but not utilized. This petty cash fund is no longer needed.

Change funds are used by departments as cash drawers for receipting. The \$20 Parks - Recreation, After Hours Program change fund is using the \$300 change fund authorized to the Parks Department - Olympia Center, Main Counter. The \$20 Parks - Recreation, After Hours Program change fund is not being used. This change fund is no longer needed.

The State Auditor recommends that the Council authorize petty cash and change funds and any changes to these funds.

**Neighborhood/Community Interests (if known):**

None. This is an administrative amendment.

**Options:**

1. Approve the resolution to eliminate the \$50 Parks Department - Recreation, After Hours Program petty cash fund and the \$20 Parks - Recreation, After Hours Program change fund.
2. Do not approve the resolution. No changes in petty cash and change fund balances will be made.

**Financial Impact:**

Minimal. The Parks Department would hold petty cash and change funds that would not be meeting their customer service needs.

**Attachments:**

Resolution