



## City Council

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

**Agenda Date:** 5/23/2017  
**Agenda Item Number:** 4.H  
**File Number:** 17-0578

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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 approve a resolution to eliminate the "Police Department - City Hall" petty cash fund.

**Staff Contact:**

Stacie Tellers, Senior Accountant, Administrative Services, 360.753.8599

**Presenter(s):**

None - Consent Calendar Item.

**Background and Analysis:**

Currently the Police Department - City Hall has authorization for a petty cash fund. Petty Cash funds are used by departments for small purchases by staff that do not have a City credit card. The \$250 Police Department - City Hall petty cash fund is currently authorized however it is not being used. This petty cash fund is no longer needed.

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

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

None as this is an administrative amendment.

**Options:**

1. Approve the resolution which will eliminate the \$250 Police Department - City Hall petty cash

fund.

2. Do not approve the resolution. No changes in petty cash and change fund balances will be made.

**Financial Impact:**

Minimal, the Police Department would hold a petty cash fund that would not be meeting their department needs.

**Attachments:**

Resolution