

**KITTITAS COUNTY
BOARD OF COUNTY COMMISSIONERS**

RESOLUTION NO. 2012-_____

A Resolution Changing Petty Cash Accounts

WHEREAS, The County Auditor is establishing a master list of all department and county fund petty cash custodians and petty cash dollar amounts; and

WHEREAS, the previous Resolution Number 2012-078 must be updated and rescinded due to changes in dollar amounts and personnel.

WHEREAS, this resolution changes the wording on the breakdown of the Public Health accounts. The previous resolution had a typographical error indicating four (4) tills at \$50.00 equaling \$50.00; and removing the EH \$50.00 till. There are only two tills at \$50.00. The previous total was correct just the working on the type of account was incorrect.

NOW, THEREFORE BE IT RESOLVED that the following custodians are approved for the maintenance of petty cash accounts in their respective departments.

Fund	Department	Custodian	Type Account	Amount
001	Assessor	County Assessor	Petty Cash	100.00
001	Auditor	County Auditor	Revolving Fund	1,150.00
001	Auditor	County Auditor	Revolving Fund Elections	5,000.00
001	Auditor	Budget Finance Manager	Advance Travel	3,000.00
001	Auditor	County Auditor	Licensing Tills	800.00
001	Auditor	County Auditor	Change Account	450.00
001	Clerk	County Clerk	Till account	100.00
001	Clerk	County Clerk	Change Account	100.00
001	Community Dev Services	Planning Official	Till account	300.00
001	Fair	Program Director	Till Account	150.00
001	Fair	Program Director	Visa Account	300.00
001	Juvenile	Director of Probation Svrs	Petty Cash	50.00
001	Lower District Ct	Court Administrator	Till account	200.00
001	Lower District Ct	Court Administrator	Petty Cash	250.00
001	Prosecutor Attorney	County Prosecutor	Revolving Fund	400.00
001	Treasurer	County Treasurer	Till accounts	850.00
001	Treasurer	County Treasurer	Change Account	1,150.00
001	Upper District Ct	Court Administrator	Petty Cash	25.00
001	WSU Extension	Chair	Till account	50.00
001	Upper District Ct	Court Administrator	Till account	1,200.00
106	Road	Finance Systems Mgr	Till Account	70.00
106	Road	Finance Systems Mgr	Petty Cash	80.00
106	Road	Finance Systems Mgr	Revolving Fund	900.00
116	Public Health	Public Health Director	Till Account PH	100.00

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116	Public Health	Public Health Director	Till Account UC	25.00
116	Public Health	Public Health Director	Till Account Food Handlers	85.00
116	Public Health	Public Health Director	Petty Cash	600.00
116	Public Health	Public Health Director	Till Accounts \$50 ea	100.00
127	Misdemeanant Probation	Director of Probation Svrs	Petty Cash	50.00
131	Drug Fund	County Sheriff	Sheriff	3,000.00
401	Solid Waste	Director of Solid Waste	Petty Cash	100.00
401	Solid Waste	Director of Solid Waste	Till Accounts	1,700.00
401	Solid Waste	Director of Solid Waste	Checking Account Float	1,000.00
			TOTAL	23,435.00

APPROVED this 17th day of July 2012.

BOARD OF COUNTY COMMISSIONERS KITITAS COUNTY, WASHINGTON

Chairman

Vice-Chairman

Commissioner

ATTEST

Clerk of the Board

**Kittitas County
Board of County Commissioners**

Agenda Staff Report

Agenda Date: July 3rd 2012

Action Requested: Request the Board to sign the Resolution changing Petty Cash Accounts

Background:

This resolution authorizes the establishment of accounts to be maintained by departments for operations, in the form of till accounts, petty cash and revolving funds. This resolution increases the till accounts in the Community Development Services Department (CDS) by \$150.00. Currently CDS has three (3) tills each at \$50.00; the department is requesting that each till be increased by \$50.00 to \$100.00. With this increase CDS will have three (3) tills each at \$100.00.

Recommendation:

Have the Board sign the Resolution changing the total petty cash accounts.

Interaction:

Mandy Weed, CDS

Handling:

Original to Judy Pless

Attachments:

Resolution changing petty cash accounts

Lead Staff

Judy Pless, Budget & Finance Manager
Kittitas County Auditor's Office