

## Resolution Changing Petty Cash

### Kittitas County Board of County Commissioners

#### Agenda Staff Report

**Agenda Date:** May 7<sup>th</sup>, 2013

**Action Requested:** Request the Board to sign the Resolution changing Authorized Cash Balances

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**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 changes the following

Department	Explanation	Adjustment amount
Starting Balance		\$23,435
County Auditor	The election account is currently at \$5,000. We need to set up two separate accounts on deposit at the post office for postage due accounts on returned Voter Registration and Ballots in the amount of \$250 for each account. We are reducing the checking account from \$5,000 to \$4,500 and then \$250 for each account leave the balance the same	0
County Auditor	The cash drawer is currently at \$450 and we need to have it increase to \$500, because the increase in larger bills is creating more change and we are having to run to the Treasurer or bank to get change.	50
County Fair	Create till accounts to handle <i>Ye Olde County Faire</i> , this authorized amount will be returned after the close of the event	400
County Fair	Currently the County Fair has \$150 in till accounts, because of the need for additional funds and till accounts we are adding \$150, so \$300 will be the new authorized amount.	150
Public Health	Currently the petty cash account is \$600, and with the availability of commercial charge accounts and the credit card there is no need for this large amount. The request is to reduce the account to \$200	-400
Community Development Services	The funds for the till accounts \$300 are funded by the General Fund and since the new fund was created the actual funds should be from fund 402 Community Development Services.	0
		\$23,635

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### **Recommendation:**

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

### **Interaction:**

Matt Anderson, Facility Maintenance Director  
Candi Blackford, Administrative Assistant for Public Health  
Robin Read, Interim Director of Public Health  
Sue Higginbotham, Deputy Administrator

### **Handling:**

Original to Judy Pless

### **Attachments:**

Resolution changing petty cash accounts

### **Lead Staff**

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