

**KITTITAS COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**RESOLUTION NO. 2012-\_\_\_\_\_**

**A Resolution Changing Authorized Cash Balances**

**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**WHEREAS,** the previous Resolution Number 2012-086 must be updated and rescinded due to changes in dollar amounts and personnel.

**WHEREAS,** this resolution changes the distribution of the County Auditor Revolving Fund for Elections, creating two Deposit on Accounts at the US Post Office in the amount of \$250 each and reducing the Revolving fund from \$5,000 to \$4,500; increasing the Auditor change account from \$450 to \$500; increasing the County Fair till accounts from \$150 to \$300; creating a \$400 account for County Fair to be used for the *Ye Olde County Faire* and to be closed after the event; reduce the Public Health petty cash from \$600 to \$200 and move the Community Development till accounts from the General Fund to fund 402 Community Development Services in the amount of \$300.

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

<b>Fund</b>	<b>Department</b>	<b>Custodian</b>	<b>Type Account</b>	<b>Amount</b>
001	Assessor	County Assessor	Petty Cash	100.00
001	Auditor	County Auditor	Revolving Fund	1,150.00
001	Auditor	County Auditor	Revolving Fund Elections	4,500.00
001	Auditor	County Auditor	Deposit on Account for postage due account	250.00
001	Auditor	County Auditor	Business Reply mail	
001	Auditor	County Auditor	Deposit on Account for postage due on undeliverable ballots	250.00
001	Auditor	Budget Finance Manager	Advance Travel	3,000.00
001	Auditor	County Auditor	Licensing Tills	800.00
001	Auditor	County Auditor	Change Account	500.00
001	Clerk	County Clerk	Till account	100.00
001	Clerk	County Clerk	Change Account	100.00
001	Fair	Program Director	Till Account	300.00
001	Fair	Program Director	Visa Account	300.00
001	Fair	Program Director	Till Accounts YOCHF	400.00
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

## Resolution Changing Petty Cash

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
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	200.00
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
402	Community Dev Services	Building Official	Till account	300.00
			TOTAL	23,635.00

APPROVED this 7<sup>th</sup> day of May 2013.

### BOARD OF COUNTY COMMISSIONERS KITITAS COUNTY, WASHINGTON

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice-Chairman

\_\_\_\_\_  
Commissioner

ATTEST

\_\_\_\_\_  
Clerk of the Board