PEND OREILLE COUNTY
NEWPORT, WASHINGTON

RESOLUTION NO. 2020- 05

PETTY CASH ACCOUNTS FOR A RELIEF CASH DRAWER AND CHANGE FUND FOR DEER VALLEY TRANSFER STATION

WHEREAS, the system of accounting mandated by the State Auditor's Office of the State of Washington prescribes that all Petty Cash Accounts be established by Resolution or Ordinance (per the BARS manual); and

WHEREAS, a Petty Cash account is defined as any sum of money or other resources asset aside for such specific purposes as minor disbursements, making change and similar uses; and

WHEREAS, the governing body must authorize each petty cash account and all subsequent increases or decrease in the petty cash account amounts; and

WHEREAS, each petty cash account is the responsibility of one employee called the "Custodian"; and

WHEREAS, the Custodian is personally responsible for the value of the fund and to ensure that all policies and procedures are adhered to. Said fund shall be balanced at all times either in cash, receipts or a combination thereof and will be periodically replenished by the appropriate voucher(s); and

WHEREAS, a request has been made by the Pend Oreille County Public Works Director to establish Petty Cash Accounts for the Solid Waste Program for use at the Deer Valley Transfer Station indicated below, and

WHEREAS, monies are necessary to provide change for fees paid;

NOW, THEREFORE BE IT RESOLVED THAT the following petty cash accounts are hereby authorized in the amounts and with the Custodian(s) detailed below: (1) a Three Hundred Fifty Dollar ($350.00) petty cash fund for the relief register for Deer Valley Transfer Station, and (2) a Three Hundred Dollar ($300.00) petty cash fund for the operation change fund at Deer Valley Transfer Station. The Custodian(s) shall be designated in writing by the Public Works Director.

BE IT FUTHER RESOLVED that the Pend Oreille County Auditor is authorized to issue a non-budgeted warrant in the amount of Six Hundred Fifty Dollars ($650) for the Public Works Solid Waste Petty Cash Accounts.

[executed page with signatures is attached]

ADOPTED this 4th day of February, 2020.

BOARD OF COUNTY COMMISSIONERS
PEND OREILLE COUNTY, WASHINGTON

Mike Manus, Chairman

Stephen Kiss, Vice-Chairman

Karen Skoog, Member

ATTEST:

Crystal Zieske, Clerk of the Board