

**CITY OF SEQUIM
RESOLUTION R-2009-01**

**Amending Resolution R-2008-006 Establishing Petty Cash Accounts, Appointing
Custodians, and Establishing the Amount of Monies**

It is hereby Resolved that Resolution R-2008-006 is amended as follows:

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 set 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 primarily 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; if funds are disbursed, it must be replenished at least monthly; and

WHEREAS, the custodian of each petty cash account shall be covered by a surety bond in the full amount of the account at all times and all advances to it, conditioned upon the proper accounting for and legal expenditure of all such funds, in addition to other conditions required by law; a policy of insurance covering honest and faithful performance may be utilized in lieu of any such bond; all such bonds or insurance policies in lieu of bonds shall be approved by the city attorney as to form; and

NOW, THEREFORE, be it resolved, by the City Council as follows:

Section 1. Authorization. The following petty cash accounts are hereby authorized in the amounts and with the custodians detailed below:

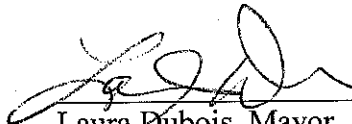
Department/Location	Custodian	Authorized Amount
City Hall: Petty Cash	As designated in writing by the Administrative Services Director	\$ 200
City Hall: Change Drawer 1		\$ 200
City Hall: Change Drawer 2		\$ 200
Public Works/Planning: Petty Cash	As designated in writing by the Public Works or Planning Director	\$ 200
Change Drawer		\$ 100
Solid Waste/City Shop: Change Drawer	As designated in writing by the Public Works Director	\$ 100
Police: Petty Cash	As designated in writing by the Police Chief	\$ 200
Police: Change Drawer		\$ 200

	Total	\$ 1,400

Section 2. Procedures. The Finance Officer/Administrative Services Director shall adopt such procedures as may be necessary or desirable to implement the provisions of this resolution. Such procedures shall include but not be limited to, (1) defining limitations on the use of petty cash accounts, and (2) providing accounting and reporting procedures for operation and replenishment of the petty cash accounts.

Section 3. Rescission of Prior Ordinances and Resolutions. Resolutions prior to Resolution R-2008-006 establishing Petty Cash accounts, appointing custodians for accounts and establishing the amounts of monies to be on deposit in each account are hereby rescinded. Specifically, Ordinance No. 2002-006 Purchase and Disposition of Goods and SMC 314.080(F) is repealed.

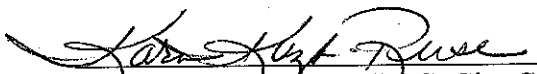
ADOPTED by the City Council on this 9th day of February, 2009.



 Laura Dubois, Mayor

ATTEST:

APPROVED AS TO FORM:



 Karen Kuznek-Reese, CMC, City Clerk



 Craig A. Ritchie, City Attorney