

RESOLUTION NO. 238

A RESOLUTION ESTABLISHING DEFINITE PROCEDURES FOR THE CONTROL, DISBURSEMENT AND REPLENISHMENT OF THE CITY'S EXISTING PETTY CASH FUND.

WHEREAS, the City of Brookings audit report for the fiscal year ending June 30, 1979 recommended to the City Council remedial measures to correct deficiencies in the City's accounting and internal control systems, and

WHEREAS, the City of Brookings currently has a petty cash fund in the amount of \$125.00 for the purpose of financing minor expenditures of the City, and

WHEREAS, the Brookings City Council deems it advisable to formally establish definite procedures for the control, disbursement and replenishment of the existing petty cash fund, and

WHEREAS, it is the Council's desire that such expenditures shall be limited to \$10.00 for each expenditure, with the exception of necessary postage expenses which shall be limited to \$50.00 for each expenditure, and

WHEREAS, it is deemed advisable that the Finance Director oversee the fund and see that it is administered in accordance with the laws of the State of Oregon and generally accepted municipal accounting principles, and

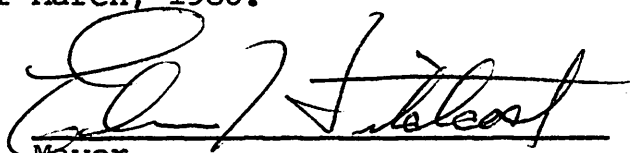
WHEREAS, expenditures of the fund may be accomplished only on the basis of documentation approved by the City Manager, and

WHEREAS, it is desirable that replenishment of the fund shall be accomplished by charges for materials and services made against the appropriate accounts of the various funds that receive such materials and services for which the charge is made,


NOW, THEREFORE, THE CITY OF BROOKINGS DOES HEREBY AND HEREIN ORDAIN AS FOLLOWS:

The existing City petty cash fund in the amount of \$125.00 is hereafter to be controlled in accordance with the definite procedures set forth herein.

PASSED by the Council of the City of Brookings and signed by the Mayor on this 11th day of March, 1980.

  
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Mayor

ATTEST:

  
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City Recorder