

RESOLUTION NO. 654-R

**A RESOLUTION ESTABLISHING INDIVIDUAL DEPARTMENTAL IMPREST PETTY CASH ACCOUNTS FOR THE HANDLING OF MINOR DISBURSEMENTS.**

**WHEREAS**, an imprest petty cash account has been established in the General Fund in the amount of \$500.00 for the purposes of minor disbursement; and

**WHEREAS**, departments operating from Enterprise Funds and Special Revenue Funds are using the General Fund imprest petty cash account; and

**WHEREAS**, it is deemed more efficient and cost effective to establish departmental imprest petty cash accounts for minor disbursements;

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF TROUTDALE THAT:**

Section 1.1 The General Fund imprest petty cash account be reduced to \$250.00.

Section 1.2 The General Fund imprest petty cash account shall be distributed and maintained on a departmental basis as follows:

- a. City Hall Account in the amount of \$100.00.
- b. Facilities Maintenance Account in the amount of \$150.00.

Section 2. Individual departmental imprest petty cash accounts shall be established for the following funds:

- a. Water/Street Account in the amount of \$100.00.
- b. Sewer Fund Account in the amount of \$100.00.
- c. Internal Services Fund Account in the amount of \$100.00.

Section 3. The custodian of each departmental imprest cash account shall be promptly designated by the department/program director and approved by the City Administrator. Filing of such designation shall be forwarded to the City Recorder and the Finance Director.

Section 4. Minor disbursements shall be limited to \$25.00 per purchase and that accounting for the cash disbursed shall be properly made prior to subsequent purchases by the drawer or user of cash. Such accounting must be within 24 hours of the draw.

Section 5. The imprest petty cash accounts shall be replenished from the applicable fund at periodic intervals with all expenditures itemized on Petty Cash Vouchers with supporting receipts for proper posting to the appropriate department unit and fund. There shall be no commingling of moneys in any account.

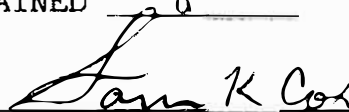
Section 6. The imprest petty cash accounts shall be audited periodically, but not less than bi-monthly, by the Finance Director or designees.

Section 7. In accordance with ORS 294.465 (2), no person shall expend or encumber or authorize expenditure or encumbrance of balances from such accounts in excess of the cash balance of that account, or for a purpose for which there is no appropriation or source of reimbursement authorized at the time.

ADOPTED BY THE COMMON COUNCIL OF THE CITY OF TROUTDALE THIS

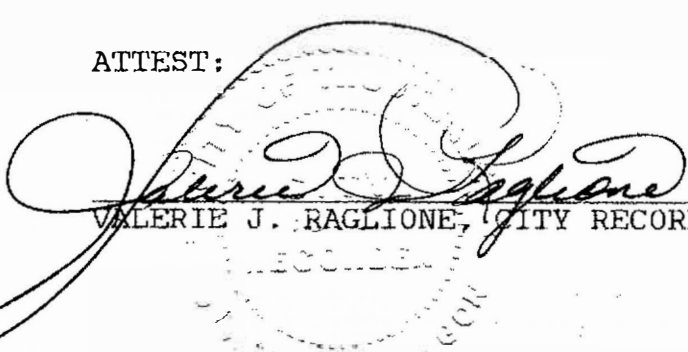
24TH DAY OF FEBRUARY, 1987.

YEAS	<u>5</u>
NAYS	<u>0</u>
ABSTAINED	<u>0</u>

  
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SAM K. COX, MAYOR

DATED: FEBRUARY 25, 1987

ATTEST:

  
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VALERIE J. RAGLIONE, CITY RECORDER