

RESOLUTION NO. 1488

A RESOLUTION ESTABLISHING INDIVIDUAL DEPARTMENTAL IMPREST PETTY CASH ACCOUNTS FOR THE HANDLING OF MINOR DISBURSEMENTS AND RESCINDING RESOLUTION NO. 1283

THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:

1. ORS 294.465 grants authority to a municipal corporation to establish by resolution one or more imprest cash accounts for the handling of minor disbursements.
2. Imprest petty cash accounts have been established in the General Fund totaling \$350.00 and in certain Special Revenue Funds totaling \$300.00.
3. It has been determined that an additional departmental imprest petty cash account of \$150.00 is needed in the General Fund for the Community Services Division of the Executive Department.

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

Section 1.1: The General Fund imprest petty cash account shall be increased to \$500.00

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

1. City Hall Account in the amount of \$100.00
2. Community Services Account in the amount of \$150.00
3. General Government Account in the amount of \$100.00
4. Parks/Facilities Account in the amount of \$150.00

Section 2: An imprest petty cash account totaling \$200.00 shall be established and maintained as the public works' shop account and such account shall be funded as follows:

- a. Water Fund allocation in the amount of \$60.00
- b. Street Fund allocation in the amount of \$40.00
- c. Internal Services Fund allocation in the amount of \$100.00

Section 3: A Sewer Fund imprest petty cash account in the amount of \$100.00 shall be established and maintained at the sewer treatment plant.

Section 4: The custodian of each departmental imprest petty 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 Finance Director.

Section 5: Minor disbursements shall be limited to \$25.00 per purchase and that accounting for the cash disbursed shall be properly made prior to subsequent purchase by the drawer or user of cash. Such accounting must be within 24 hours of the draw.

Section 6: 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 money in any departmental account.

Section 7: The imprest petty cash accounts shall be audited periodically, but not less than semi-annually, by the Finance Director or designees.

Section 8: 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.

Section 9: Resolution No. 1283 is rescinded effective May 23, 2000.

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


Paul Thalhof, Mayor

Dated: 5/25/00


Debbie Stickney, City Recorder

Adopted: 5/23/00