

RESOLUTION NO. 1724

A RESOLUTION ESTABLISHING INDIVIDUAL DEPARTMENTAL IMPREST PETTY CASH ACCOUNTS FOR THE HANDLING OF MINOR DISBURSEMENTS AND RESCINDING RESOLUTION NO. 1627.

THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:

1. Imprest petty cash accounts have been established in the General Fund totaling \$650.00 and in certain Special Revenue Funds totaling \$300.00. Disbursements from petty cash have been limited to \$25.00 per purchase.
2. It has been determined that the disbursement limit should be increased to \$50.00 per purchase to reflect the general increase in cost of goods and optimize the use of petty cash funds for daily operations.
3. It has also been determined that the imprest petty cash accounts for both the Water Fund and the Street Fund should be increased from \$60.00 and \$40.00, respectively, to \$100.00.

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

Section 1. The disbursement limit for petty cash will be increased to \$50.00 per purchase.

Section 2. The Water Fund imprest petty cash account shall be increased to \$100.00

Section 3. The Street Fund imprest petty cash account shall be increased to \$100.00.

Section 4. The General Fund imprest petty cash account is established at \$650.00 and shall be distributed and maintained on a departmental basis as follows:

1. City Hall Account in the amount of \$200.00
2. Community Services Account in the amount of \$150.00
3. Parks/Facilities Account in the amount of \$150.00
4. Police Account in the amount of \$150.00

Section 5. The Public Works imprest petty cash account is established at \$400.00 and shall be distributed and maintained on a departmental basis as follows:

1. Water Fund Account in the amount of \$100.00
2. Street Fund Account in the amount of \$100.00
3. Internal Services Fund Account in the amount of \$100.00
4. Sewer Fund Account in the amount of \$100.00

Section 6. The custodian of each departmental imprest petty cash account shall be 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 7. Minor disbursements shall be limited to \$50.00 per purchase and that accounting for the cash disbursed shall be properly made prior to subsequent draws by the same individual. Such accounting must be within 24 hours of the draw.

Section 8. 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 original receipts for proper posting to the appropriate department unit and fund. There shall be no commingling of money in any departmental account.

Section 9. The imprest petty cash accounts shall be audited periodically, but not less than semi-annually, by the Finance Director or a designee.

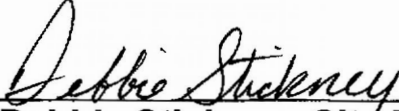
Section 10. Resolution No. 1627 is rescinded and replaced by this Resolution effective September 28, 2004.

YEAS: 7
NAYS: 0
ABSTAINED: 0



Paul Thalhofer, Mayor
September 30, 2004

Date



Debbie Stickney, City Recorder

Adopted: September 28, 2004