

RESOLUTION #91

A RESOLUTION ESTABLISHING A PETTY CASH FUND OF \$50.00 FOR PURCHASING SMALL SUPPLIES BY CASH AND OR PAYMENT OF MISCELLANEOUS EXPENSES OF EMERGENCY NATURE BY THE VARIOUS DEPARTMENTS IN CITY HALL.

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF TROUTDALE.

That the City Recorder established a Petty Cash Fund of \$50.00 from General Fund receipts for emergency cash expenditures by various City Hall departments.

That this Fund be kept under strict security with Miss Mary Eaton as custodian.

That the Petty Cash Fund be replenished from the General Fund at periodic intervals with all expenditures itemized on Petty Cash receipts for proper posting to the correct department unit.

The establishment of this fund having been recommended by the City's accounting firm, DeLap & Paul, in their letter of comment and recommendations dated Sept. 13, 1974-Item 2 as follows: "The change fund is now being used to pay out miscellaneous or petty cash expenditures. We recommend the establishment of a Petty Cash Fund with a person specified as custodian. This will allow receipts to be deposited intact and eliminate many small postings in cash receipts."

Adopted by the Common Council of the City of Troutdale, Oregon this 13th day of May 1975.

Yeas: 6

Nays: 0

Signed by the Mayor this 15 day of May, 1975.

R.M. Sturges
R.M. Sturges, Mayor

ATTEST:

Betty J. Bergstrom
City Recorder

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