

**HIGHLINE WATER DISTRICT
King County, Washington**

RESOLUTION 14-2-5A

**RESOLUTION AMENDING HIGHLINE WATER DISTRICT CODE (HWDC), TITLE 5
REVENUE AND FINANCE, CHAPTER 5.08 PETTY CASH FUND, SECTION 5.08.010
ESTABLISHED TO INCREASE PETTY CASH FUND AMOUNT**

WHEREAS, the Administrative Manager advises that there is a need to add a fourth petty cash drawer to help eliminate the need for management to access another employee's cash drawer during times of staff shortage and to ensure change is always available for customers, which would require an increase in the current petty cash fund amount of \$950 to \$1,100; and

WHEREAS, the proposed revisions to HWDC Title 5 Revenue and Finance, Chapter 5.08 Petty Cash Fund, Section 5.08.010 are as follows:

5.08.010 ESTABLISHED

The following resolutions are provided as an historical record:

(Res. 04-10-6D Entire HWDC approved; Res. 01-10-17A; Res. 98-5-5A; Res. 84-11-21B; 12-2-15D)

Per the guidelines in Petty Cash Procedure - P5.08.010, there is established and maintained in the District office a petty cash fund in the sum of ~~Nine Hundred Fifty Dollars (\$950.00) per Resolution 12-2-15D~~ One Thousand One Hundred Dollars (\$1,100) per Resolution 14-2-5A.

The use of Five Hundred Dollars (\$500) of this fund is restricted to miscellaneous petty and emergency expenditures and refunds legally payable by the District. ~~Four Hundred Fifty Dollars (\$450.00)~~ Six Hundred Dollars (\$600) is for the use of the Change Drawers at One Hundred Fifty Dollars per drawer.

NOW, THEREFORE, BE IT RESOLVED:

The Board of Commissioners agrees it is important that the District's Petty Cash Fund should have a sufficient balance to support the efficient operations of the District for miscellaneous petty and emergency expenditures and refunds legally payable by the District per the guidelines in RCW 42.26 and authorizes an increase in the Petty Cash Fund amount from \$950 to \$1,100.

ADOPTED BY THE BOARD OF COMMISSIONERS of Highline Water District, King County, Washington, at an open public meeting held this **5th** day of **February 2014**.

BOARD OF COMMISSIONERS

Kathleen Quong-Vermeire, President

Gerald R. Guite, Commissioner

Vince Koester, Commissioner

George Landon, Secretary

Daniel Johnson, Commissioner

Agenda Item No.: 5.1
Agenda Date: 2/5/2014
Reviewed By: M.E.

Subject: Resolution amending Highline Water District Code (HWDC), Title 5 Revenue and Finance, Chapter 5.08 Petty Cash Fund, Section 5.08.010 Established to increase Petty Cash Fund Amount

CATEGORY		FINANCIAL			
<i>Executive</i>	<input type="checkbox"/>	<i>Expenditures?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
<i>Administrative</i>	<input checked="" type="checkbox"/>	<i>Budgeted?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
<i>Engineering/Operations</i>	<input type="checkbox"/>	Amount: \$ _____			

ATTACHMENTS:

1. Resolution 14-2-5A

COMMENTS:

The Administrative Manager advises that there is a need to add a fourth petty cash drawer to help eliminate the need for management to access another employee's cash drawer during times of staff shortage and to ensure change is always available for customers, which requires an increase in the current petty cash fund amount of \$950 to \$1,100. The General Manager concurs.