

ORDINANCE NO. 176

AN ORDINANCE OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING SECTIONS 1 AND 2 OF ORDINANCE NO. 10 TO RAISE THE AUTHORIZED PETTY CASH FUND LIMIT TO \$500.00, RESTRICT THE PURPOSE OF THE FUND TO MAKING MINOR AUTHORIZED DISBURSEMENTS, CHANGE THE ADMINISTRATOR OF THE FUND TO THE CITY TREASURER, AND DIRECT THE CITY TREASURER TO ESTABLISH PROCEDURES THAT ENSURE PROPER MANAGEMENT OF THE FUND.

WHEREAS, the City Council in July 1995 enacted Ordinance No. 10, Establishing a Petty Cash Fund for the City of University Place for the Purpose of Accommodation in the Making of Minor Authorized Disbursements and the Making of Change; and

WHEREAS, it is necessary to increase the fund limit from \$300.00 to \$500.00 to accommodate petty cash requests; and

WHEREAS, the tasks of making minor disbursements and making change cannot be commingled; and

WHEREAS, the Budgeting, Accounting and Reporting System of the State of Washington instructs the governing body to appoint one custodian for each petty cash account; and

WHEREAS, procedures need to be established to ensure proper management of the petty cash fund; NOW, THEREFORE,

**THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE,
WASHINGTON, DOES ORDAIN AS FOLLOWS:**

Section 1. Section 1 of Ordinance 10 is amended to read as follows: Established.
The City Treasurer is hereby authorized to establish a Petty Cash Fund ~~in such amount as the City Manager may from time to time, in writing, determined necessary up to, but not exceeding \$500.00~~ for the efficient carrying out of the purposes for which said fund is established ~~but not to exceed \$300.00~~. This fund is established for the purpose of making minor authorized disbursements ~~and the making of change~~. The fund shall be administered by ~~the City Manager, or designee~~ the City Treasurer, in accordance with regulations providing for such lawful administration.

Section 2. Section 2 of Ordinance 10 is amended to read as follows:

A. Appropriation of funds. A sum of up to, but not exceeding, ~~\$300.00~~ \$500.00 is appropriated from the City General ~~Expense~~ Fund to the City Petty Cash Fund. ~~The City Manager, or designee, is authorized, from time to time, to reimburse the Petty Cash Fund for~~

actual expenses incurred. The Finance Division will assure that the Petty Cash Fund is reconciled and replenished at least monthly so that the balance remaining in petty cash, plus the amount of the replenishment check, equals the authorized \$500.00 amount.

B. Petty cash procedures. The Finance Manager will establish and implement written procedures for the appropriate and lawful disbursement of petty cash.

Section 3. Publication and Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall be effective five (5) days after its publication.

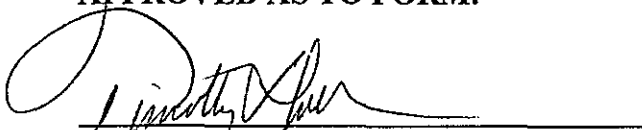
PASSED BY THE CITY COUNCIL ON DECEMBER 15, 1997


Linda Bird, Mayor

ATTEST:


Susan Matthew, City Clerk

APPROVED AS TO FORM:


Timothy X. Sullivan, City Attorney

Date of Publication: December 17, 1997
Effective Date: December 22, 1997