

RESOLUTION NO. 5254

A RESOLUTION CONCERNING PETTY CASH ACCOUNTS WITHIN VARIOUS CITY DEPARTMENTS AND REPEALING RESOLUTION NO. 4890

WHEREAS, petty cash accounts need to be increased in order to meet the operation needs of the City;

NOW, THEREFORE, BE IT RESOLVED, by the City of Albany City Council that petty cash accounts be established at these amounts within the following funds:

Municipal Court	\$ 500.00	
Library	\$ 200.00	
Fire Department	\$ 200.00	
Police Department	\$ 200.00	
General Fund Total:		\$1,100.00
Engineering	\$ 125.00	
Operations	\$ 300.00	
Water Fund Total:		\$425.00
Parks Citywide Petty Cash	\$2,000.00	
Senior Center	\$ 200.00	
Parks Fund Total:		\$2,200.00

BE IT FURTHER RESOLVED that Resolution No. 4890 is hereby repealed.

DATED AND EFFECTIVE THIS 10TH DAY OF MAY 2006.

  
Mayor

ATTEST:

  
City Clerk



TO: Wes Hare, City Manager

FROM: Susan Busbice, Assistant City Manager/CFO *SB*

DATE: April 21, 2006

*Approved Wes Hare - April 26, 2006*

SUBJECT: Citywide Petty Cash Policies and Procedures

A resolution repealing Resolution No. 4890 regarding petty cash accounts will be submitted to Council for adoption on the May 10, 2006, Council agenda. Petty cash is to be used for emergency or quick cash purchases in order to expedite employee purchases. Petty cash should be separated from all other funds within the department, i.e., those funds that remain in the cash drawer in order to balance the daily cash receipts.

### **PETTY CASH PROCEDURES**

#### **Employee:**

1. When an employee is requesting petty cash, they must provide:
  - a. City identification
  - b. an approved Petty Cash slip
  - c. an approved Expense Report
2. Employees may use petty cash for mileage reimbursement as long as there is sufficient cash and mileage requests are infrequent.
3. Cash amounts may be checked out prior to purchase with an approved Petty Cash slip and the intent of purchase. Within the same day, the employee must return to petty cash any remaining change from the purchase, and a receipt of the purchase.
4. There is no cash limit for individual purchases within departmental guidelines and proper supervisor/ authorization.
5. The use of Costco Cash Cards is for City business only. No personal purchases.
6. Employees purchasing both personal and City items at the same time should buy their personal items separately on their own receipt and the City items on its own receipt.

#### **Petty Cash Coordinators:**

1. Cash should be maintained separately from other daily cash held in the department and kept in a secure and locked location.
2. The accounting for and reconciliation of petty cash should be maintained by one designated person within the department or unit.
3. Petty cash should be reconciled monthly and maintained on an Excel spreadsheet. An automated worksheet is located on the Network menu page under City Data/City Reports/Finance/Petty Cash and may be used at the department's discretion.
4. To request replenishment of funds, the signed reconciliation and original receipts should be placed into a small manila envelope and submitted to Accounts Payable when the Eden Requisition/Receiving Process is completed in the finance system. Petty cash checks may be cashed later in the day at Utility Billing, if sufficient cash is on hand.
5. All original receipts must state the date of purchase, the name/location of the seller/vendor, and an itemization of all purchases.
6. No photocopy receipts will be reimbursed. Original copies only. Petty cash may be composed of both cash and Costco Cash Cards. Cash Card amounts and their receipts should be identified separately from regular cash on the reconciliation. Balances remaining on Cash Cards should be maintained so employees can be made aware of the available amount prior to purchase.

SB:md