

RESOLUTION 2014-17

**A RESOLUTION OF THE CITY OF BENTON CITY,
WASHINGTON, AMENDING RESOLUTION 2007-03,
ESTABLISHING A PETTY CASH FUND AND CASH DRAWER
FUND**

WHEREAS, the City has by Resolution No. 1999-18, established a Petty Cash fund and a Cash Drawer fund consistent with the recommendations of the Washington State Auditor's Office; and

WHEREAS, the City has by Resolution No. 2007-03, amended said Petty Cash fund and a Cash Drawer fund consistent with the recommendations of the Washington State Auditor's Office; and

WHEREAS, certain limitations are necessary for the appropriate and effective use of these funds; NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF BENTON CITY, WASHINGTON, hereby resolves as follows:

The City Council of the City of Benton City, Washington, does hereby amend Resolution No. 2007-03 as follows:

There is hereby established a Petty Cash fund and Two (2) Cash Drawer funds in the amount not to exceed One Hundred Dollars (\$100.00) each.

Petty Cash shall be used exclusively for minor expenses such as postage, emergency office supplies, and other minor expenses (Office expenses), however, in no event shall any single expense exceed Fifty Dollars and 00/100 (\$50.00) unless it is authorized by the City Clerk-Treasurer.

All expenses paid from the Petty Cash fund or the Cash Drawer fund shall be presented to the City Council on a monthly basis following the reconciliation of the City's financial reports.

ADOPTED this 7 day of October, 2014, by the City Council of the City of Benton City, Washington, and signed in authentication of its passage this 7 day of October, 2014.

Resolution 2014-17 filed and recorded in the office of the City Clerk of the City of Benton City, Washington, this 7 day of October, 2014.


Lloyd R. Carnahan
Mayor

Attest:


Stephanie Haug, CMC
City Clerk/Treasurer

Approved as to Form:


Kerri Law Group
City Attorney