

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

**AGENDA TITLE:** Adopt Ordinance No. 380, Amending Ordinance No. 114 to Increase the City's Petty Cash and Change Fund  
**DEPARTMENT:** Finance  
**PRESENTED BY:** Debbie Tarry, Finance Director

**PROBLEM/ISSUE STATEMENT:**

Currently \$1,000 is allotted to provide Petty Cash and Change Funds throughout the City. In order to improve internal controls in the Planning and Development Services Department we are recommending that we increase the number of change funds from one to three so that each Technical Assistant will have their own cash drawer. This will allow each technical assistant to reconcile and be responsible for the daily transactions that they individually process. This will require an additional \$100 for change funds.

Staff is also suggesting that we increase the Petty Cash fund maintained by the Finance Department to \$525 from the current \$325. This will allow for more efficient use of the petty cash fund and reduce the frequency of reimbursement processing, approximately every two weeks, currently needed to maintain the account. This will increase the petty cash account by \$200.

Ordinance No. 114 adopted a combined petty cash and change fund of \$1,000. Ordinance No. 380 will increase this amount to \$1,300 to account for the recommended change in change funds for Planning and Development Services and the increase of \$200 in petty cash within Finance.

**FINANCIAL IMPACT:** Adoption of Ordinance No. 380 will require that \$300 be taken from unrestricted cash within the General Fund to be placed in the pool of funds for petty cash and change funds. This will not have a budget impact.

**RECOMMENDATION**

Staff recommends that Council adopt Ordinance No. 380.

Approved By: City Manager  City Attorney 

Attachment A: Ordinance No. 380

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**ORDINANCE NO. 380**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING ORDINANCE NO. 114, INCREASING THE DOLLAR AMOUNT OF THE PETTY CASH AND CHANGE FUND FOR THE CITY OF SHORELINE.**

WHEREAS , pursuant to Ordinance No. 114, the City increased the fund used for petty cash and change funds to \$1,000; and

WHEREAS, the Finance department has demonstrated a need to increase the petty cash account by \$200 to \$525 in order to make their services more efficient; and

WHEREAS, the Planning and Development Services Fund needs to increase the change fund maintained by the Technical Assistants by \$100 in order to improve internal controls and improve the efficiency of their operation; NOW, THEREFORE,

**THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1. Amendment.** Section 1 of Ordinance No. 114 is amended as follows: A sum of up to, but not exceeding \$1,300.00 is appropriated from the City's General Fund to the City Petty Cash and Change Fund for the purpose of making minor disbursements (\$25.00 or less), making change, and the City Manager or his or her designee is authorized, from time to time, to reimburse the Petty Cash and Change Fund for actual expenses incurred for such purposes.

**Section 2. Publication, Effective Date.** A summary of this ordinance consisting of its title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of the publication.

**PASSED BY THE CITY COUNCIL ON MARCH 28, 2005.**

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Mayor Ronald B. Hansen

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Sharon Mattioli  
City Clerk

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Ian Sievers  
City Attorney

Date of Publication: March 31, 2005  
Effective Date: April 5, 2005

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