

POULSBO DISTRIBUTION SCHEDULE

ORDINANCE NO. 2013-16

SUBJECT: Petty Cash

CONFORM AS TO DATES & SIGNATURES

- (X) Filed with the City Clerk: 10/18/2013
- (X) Passed by the City Council: 11/20/2013
- (X) Signature of Mayor
- (X) Signature of City Clerk
- (X) Publication: 11/29/2013
- (X) Effective: 12/05/2013

DISTRIBUTED COPIES AS FOLLOWS:

- (X) NK Herald: Emailed by NS
- (X) Code Publishing
- () City Attorney
- () Civil Service Commission and/or Sec/Chief Examiner
- () Clerk's Department:
- () City Council
- () Finance:
- (X) Posted to Library Drive and Website

Nicole Stephens
Interim City Clerk

November 22, 2013
Date

ORDINANCE NO. 2013-16

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, AMENDING THE PROVISIONS OF POULSBO MUNICIPAL CODE CHAPTER 3.62 REGARDING PETTY CASH FUNDS AND IDENTIFYING PURPOSES OF SAID FUNDS; AUTHORIZING THE PROMULGATION OF ADMINISTRATIVE RULES THEREFORE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Poulsbo established revolving petty cash and change funds for each remote department in 1985; and

WHEREAS, increases or decreases to the imprest funds must be adopted by the City Council; and

WHEREAS, there has been a need to change the amounts for the departments, eliminate funds, and initiate new cashiering locations due to relocations and change in processes; and

WHEREAS, authorizing the Finance Director to promulgate administrative rules regarding the petty cash fund will facilitate the orderly and efficient administration thereof;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON HEREBY ORDAINS AS FOLLOWS:

Section 1. Section 3.62.010 of the City of Poulsbo Municipal Code is hereby amended to provide in its entirety as follows:

3.62.010 Petty cash and change revolving funds- established.

The Finance Director is authorized to establish a petty cash fund not to exceed one thousand five hundred dollars, composed of two categories of cash, as follows:

(1) Petty Cash – such amount as the Finance Director determines necessary for the purpose of paying for purchases of small items and supplies and other expenses of a minor nature incurred for city departments; and

(2) Change funds –such amount as the Finance Director determines necessary for the purpose of making change for members of the public who have financial dealings with city departments.

Section 2. Section 3.62.020 of the City of Poulsbo Municipal Code is hereby amended to provide in its entirety as follows:

3.62.020 Promulgation of administrative regulations; conformance with State Auditor's Office requirements.

The Finance Director is hereby authorized and directed to establish written policies for the operation of the petty cash and change funds in order to ensure the efficient administration thereof, including but not limited to provisions governing the appropriate replenishment of

said fund as reasonable necessitate from time to time. Such regulations shall conform to the petty cash requirements of the State Auditor's Office as set forth in the Washington State Budgeting, Accounting, and Reporting System (BARS) manual and applicable sections of the Revised Code of Washington.

Section 3. Section 3.62.030 of the City of Poulsbo Municipal Code is hereby amended to provide in its entirety as follows:

3.62.030 Balance of funds—Replenishment.

Any and all expenditures from and deposits to such funds prior to the effective date of the original ordinance establishing the funds and codified in this chapter have been ratified and approved. As the petty cash revolving fund becomes depleted because of expenditures incurred for supplies or because of other expenses of a minor nature, the Finance Director, upon request by the appropriate department head, may issue checks to replenish the amount in the fund. The petty cash and change revolving funds created pursuant to this chapter shall constitute clearing funds and are not working funds of the city for budgetary purposes.

Section 4. Section 3.62.070 of the City of Poulsbo Municipal Code is hereby repealed due to the duplication in Section 3.12.040 (C)(3).

Section 5. This ordinance shall take effect and be in full force five (5) days after publication of the attached summary, which is hereby approved.

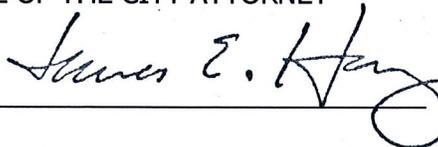
APPROVED:


MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:


INTERIM CITY CLERK, NICOLE STEPHENS CMC

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

BY 

FILED WITH THE CITY CLERK: 10/18/2013
PASSED BY THE CITY COUNCIL: 11/20/2013
PUBLISHED: 11/29/2013
EFFECTIVE DATE: 12/05/2013
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SUMMARY OF ORDINANCE NO. 2013-16

of the City of Poulsbo, Washington

On the 20th day of November, 2013, the City Council of the City of Poulsbo, Washington, approved Ordinance No. 2013-16, the main point of which may be summarized by its title as follows:

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, AMENDING THE PROVISIONS OF POULSBO MUNICIPAL CODE CHAPTER 3.62.030 REGARDING PETTY CASH FUNDS AND IDENTIFYING PURPOSES OF SAID FUNDS; AUTHORIZING THE PROMULGATION OF ADMINISTRATIVE RULES THEREFORE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

The full text of this ordinance will be mailed upon request.

DATED this 20th day of November, 2013.



INTERIM CITY CLERK, NICOLE STEPHENS