

POULSBO DISTRIBUTION SCHEDULE

ORDINANCE NO. 2010-15

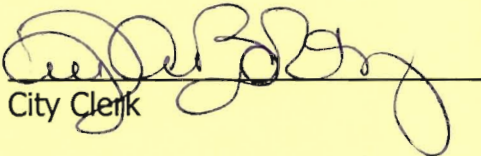
SUBJECT: Petty Cash

CONFORM AS TO DATES & SIGNATURES

- (X) Filed with the City Clerk: 08/05/2010
- (X) Passed by the City Council: 08/11/2010
- (X) Signature of Mayor
- (X) Signature of City Clerk
- (X) Publication: 08/13/2010
- (X) Effective: 08/18/2010
- () Recorded: N/A

DISTRIBUTED COPIES AS FOLLOWS:

- (X) NK Herald: Emailed by jb
- (1) Ordinance Book (copy)
- (X) Code Publishing - via email if in electronic format
- () City Attorney
- () Civil Service Commission and/or Sec/Chief Examiner
- () Clerk's Department:
- () City Council
- () Finance:
- (X) Posted to Library Drive and Website



City Clerk

August 26, 2010
Date

ORDINANCE NO. 2010-15

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, AMENDING THE PROVISIONS OF POULSBO MUNICIPAL CODE CHAPTER 3.62.030 REGARDING PETTY CASH FUNDS-TO CREATE A CHANGE FUND FOR THE PLANNING AND ENGINEERING DEPARTMENT AND AMEND THE PETTY CASH FUND AMOUNT AND THE CHANGE FUND AMOUNT FOR THE FINANCE DEPARTMENT AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE AND APPROVING AN ORDINANCE SUMMARY FOR PUBLICATION.

WHEREAS, the City of Poulsbo established revolving funds for each Department in 1985; and

WHEREAS, experience has shown that, due to the availability of department credit cards the amount needed of cash on hand has decreased; and

WHEREAS, the Planning and Engineering Department will need a change fund for receipting in cash once the staff move into the new City Hall, now, therefore,

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

Section 1. The Poulsbo Municipal Code, Chapter 3.62, section 3.62.030 Balance of funds—Replenishment is hereby amended to read as follows:

3.62.030 Balance of funds—Replenishment. The cash balance in each of the petty cash and change revolving funds created by this chapter is as follows:

<u>FUND</u>	<u>AMOUNT</u>
Finance Department petty cash	\$750.00
Police Department petty cash	100.00
Finance Department change fund	200.00
Municipal Court change fund	50.00
Planning/Engineering Department change fund	50.00
Park and Recreation change fund	50.00
Police Department change fund	25.00

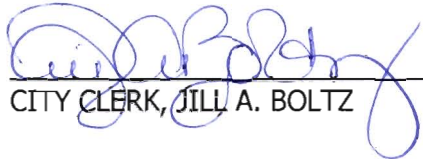
Any and all expenditures from and deposits to such funds prior to the effective date of the original ordinance establishing the funds and codified by this chapter have been ratified and approved. As each petty cash revolving fund becomes depleted because of expenditures incurred for supplies or because 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 2. This ordinance shall take effect and be in full force five (5) days after publication of the attached summary, which is hereby approved.

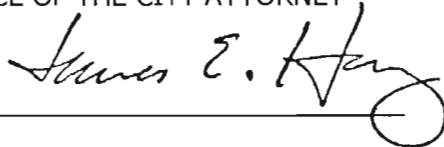
APPROVED:


MAYOR REBECCA ERICKSON

ATTEST/AUTHENTICATED:


CITY CLERK, JILL A. BOLTZ

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

BY 

FILED WITH THE CITY CLERK: 08/05/2010
PASSED BY THE CITY COUNCIL: 08/11/2010
PUBLISHED: 08/13/2010
EFFECTIVE DATE: 08/18/2010
ORDINANCE NO. 2010-15

SUMMARY OF ORDINANCE NO. 2010-15

of the City of Poulsbo, Washington

On August 11, 2010 the City Council of the City of Poulsbo, Washington, approved Ordinance No. 2010-15, 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 TO CREATE A CHANGE FUND FOR THE PLANNING AND ENGINEERING DEPARTMENT AND AMEND THE PETTY CASH FUND AMOUNT AND THE CHANGE FUND AMOUNT FOR THE FINANCE DEPARTMENT AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE AND APPROVING AN ORDINANCE SUMMARY FOR PUBLICATION.

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

APPROVED by the City Council at their meeting of August 11, 2010.



CITY CLERK, JILL A. BOLTZ