

RESOLUTION NO. 504

A RESOLUTION TO ESTABLISH A PETTY CASH FUND AND POLICIES ON USE THEREOF

WHEREAS, the City of Harpers Ferry intends by this Resolution to adopt a system for the authorization, control, implementation and the administration of a petty cash fund by City Hall Employees; and

WHEREAS, the City Council of the City of Harpers Ferry desires to approve and adopt the policy and procedures for a petty cash fund as being in the best interest of the City of Harpers Ferry;

NOW, THEREFORE BE IT RESOLVED that the City Council shall implement the following policies and procedures for the authorization, control, implementation and administration of a petty cash fund by City Hall Employees as follows:

ESTABLISH AND ADMINISTER PETTY CASH AND CHANGE FUNDS

Purpose:

To establish official procedures and guidelines for petty cash and change fund for City Hall employees.

Definitions:

1. Petty Cash – A sum of money set aside for the purpose of paying small obligations for which the issuance of a payment request and warrant would not be cost-effective.
2. Change Fund – A sum of money set aside for the purpose of making change where cash is collected.
3. Petty Cash Income – A sum of money paid to the city for the services of faxes, copies, etc.
4. Custodian – Person in charge of balancing said fund; this being the City Clerk for City Hall.

Policies:

1. The Petty Cash and Change Fund will be one in the same further known as Petty Cash.
2. Petty cash funds shall be balanced once a year, by the custodian, then verified and signed by the Assistant City Clerk. All copies of the balanced yearly sheets shall be kept for yearly audit review.
3. At the end of each year, the petty cash fund for the City Hall shall be reimbursed to its imprest amount of \$75.
4. Petty Cash shall be used for legitimate City purchases only.
5. Petty Cash shall not be used for personal cash advances or to cash personal checks.
6. Petty cash that is advanced for approved purchases must have a receipt for purchase and any change returned to the petty cash fund by the custodian and signed by the custodian.
7. The custodian shall ensure that the following represents the authorized petty cash amount:
 - a. Cash on Hand
 - b. Cash disbursements represented by receipts
 - c. Cash income represented by income register form.

8. Receipts shall be deposited to the depository bank account intact monthly leaving the fund constant.

Fines & Penalties:


Any employee or elected official who incurs unauthorized costs shall be held personally liable for all said costs.

Passed and approved this 13 day of May, 2024.



Jerry Valley, Mayor

ATTEST:



Kelli Melcher, City Clerk