

CITY OF STANWOOD
Stanwood, Washington

ORDINANCE NO. 1296

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING SECTIONS 3.16.100, 3.16.110, 3.16.120; AND REPEALING SECTIONS 3.16.130, 3.16.140, 3.16.150, 3.16.160 AND 3.16.165 OF THE STANWOOD MUNICIPAL ESTABLISHING AND REGULATING THE PETTY CASH FUND, A CHANGE AND IMPREST FUND OF THE CITY; AND PROVIDING FOR SEVERABILITY.

WHEREAS, it is necessary to update the City's Petty Cash Fund Ordinance to be consistent with the current operations and structure of City government, and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. SMC Sections 3.16.100 through 3.16.165 are hereby amended to read as follows:

- 3.16.100 Clerk-treasurer's petty Petty cash fund – Established.
- 3.16.110 Clerk-treasurer's petty cash—Amount Petty cash fund - Distribution.
- 3.16.120 Clerk-treasurer's petty cash—Disbursement restriction Petty cash fund - Custodians.
- 3.16.130 Clerk-treasurer's petty cash—Advances. (repealed)
- 3.16.140 Clerk-treasurer's petty cash—Checking account. (repealed)
- 3.16.150 Clerk-treasurer's petty cash—Reimbursement. (repealed)
- 3.16.160 Clerk-treasurer's change fund—Established. (repealed)
- 3.16.165 Clerk-treasurer's change fund—Reconciliation. (repealed)

3.16.100 Clerk-treasurer's petty Petty cash fund – Established.

There is established in the city a change and imprest fund within the current expense fund, to be designated as the "clerk-treasurer's petty cash fund" for the purpose of immediate payment of reasonable and necessary items of service, supplies and equipment in relatively small amounts. Five hundred dollars is authorized for the petty cash fund. (Ord. 329 § 1, 1970).

3.16.110 Clerk-treasurer's petty cash—Amount. Petty cash fund – Distribution.

The petty cash fund herein established shall be distributed as follows:

- (1) Three hundred dollars (\$300) shall be used by the city's finance department as a petty cash fund;
- (2) One hundred dollars (\$100) shall be used by the city's finance department as a change fund;
- (3) One hundred dollars (\$100) shall be used by the city's police department as two fifty dollar (\$50) change funds.

~~The amount of \$300.00 is authorized by the city council to be used and accounted for by the clerk-treasurer for those items of expense which, in his judgment, are necessary and proper municipal expenditures which should be paid immediately and in cash. (Ord. 746 § 1, 1988; Ord. 588 § 1, 1982; Ord. 329 § 2, 1970).~~

3.16.120 Clerk-treasurer's petty cash – Disbursement restriction Petty cash fund - Custodians.

- (1) The finance director is designated as the custodian of the finance department change and petty cash fund;
- (2) The police chief is designated as the custodian of the police department change fund.

~~Disbursement is restricted to the amount not to exceed \$50.00 for any one particular item of disbursement unless authorized in writing by the city clerk-treasurer. (Ord. 746 § 2, 1988; Ord. 588 § 2, 1982; Ord. 329 § 3, 1970).~~

3.16.130 Clerk-treasurer's petty cash – Advances. repealed

~~The petty cash fund shall not be used for personal cash advances, travel advances or advances to city officials even if for the purpose of conducting city business. Such advances shall not be made even if secured by an I.O.U. (Ord. 588 § 3, 1982).~~

3.16.140 Clerk-treasurer's petty cash – Checking account. repealed

~~The city clerk-treasurer may place a portion of the fund in a checking account separate from other city accounts to provide for payment of petty cash expenditures by check when necessary. (Ord. 588 § 4, 1982).~~

3.16.150 Clerk-treasurer's petty cash – Reimbursement. repealed

~~The petty cash fund shall be reimbursed by city check or warrant monthly or as needed upon the post audit and approval of the city council of a voucher with detail of all expenditures from~~

the fund. (Ord. 588 § 5, 1982).

~~3.16.160 Clerk-treasurer's change fund – Established. Repealed~~

~~There is established in the city a fund to be designated "clerk-treasurer's change fund", in the amount of \$100.00 for the purpose of providing change needed in the process of receiving cash for the city services and charges. (Ord. 589 § 1, 1982).~~

~~3.16.165 Clerk-treasurer's change fund – Reconciliation. Repealed~~

~~The change fund shall be reconciled each time receipts are deposited to the city checking account. (Ord. 589 § 1, 1982).~~

Section 2. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

PASSED by the City Council and APPROVED by the Mayor this 28th day of July, 2011.

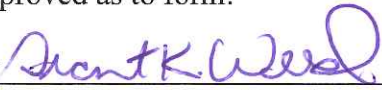
CITY OF STANWOOD

By 
DIANNE WHITE, Mayor

ATTEST:

By 
MELISSA COLLINS, City Clerk

Approved as to form:

By 
GRANT K. WEED, City Attorney

Date of Publication: Aug. 5, 2011

Effective Date: Aug 10, 2011

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