

CITY OF STANWOOD
Stanwood, Washington

ORDINANCE 1384

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING STANWOOD MUNICIPAL CODE SECTION 3.16.110 ENTITLED "PETTY CASH FUND - DISTRIBUTION" TO DECREASE THE CITY FINANCE DEPARTMENT PETTY CASH FUND AND ADD A SECOND CITY FINANCE DEPARTMENT CHANGE FUND.

WHEREAS, the City currently has just one change fund at city hall in the total amount of one hundred dollars (\$100.00) that is accessed by multiple employees to perform cash receipting duties; and

WHEREAS, in order to improve internal controls over cash receipting, it is necessary to establish a second change fund at city hall in the amount of one hundred dollars (\$100.00) so that each receipting clerk has sole access to their own locked change fund; and

WHEREAS, the city's finance department currently is authorized to have is authorized to have a petty cash fund in the amount of three hundred dollars (\$300.00); and

WHEREAS, the city's finance department has determined that the petty cash fund can be reduced to one hundred ninety dollars (\$190.00) and still be sufficient to make minor purchases as needed; and

WHEREAS, the City Council has the authority to establish and change petty cash and change fund amounts to suit the operational needs of the city.

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

Section 1. SMC Section 3.16.110 entitled "Petty cash fund – Distribution." is hereby amended to read as follows:

3.16.110 Petty cash fund – Distribution.

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

- (1) ~~Three hundred dollars~~ One hundred ninety dollars shall be used by the city's finance department as a petty cash fund;
- (2) ~~One~~ Two hundred dollars shall be used by the city's finance department as a two \$100.00 change funds.
- (3) One hundred dollars shall be used by the city's police department as two \$50.00 change funds.

Section 2. Severability. If any section, sentence, clause, or phrase of this Ordinance is 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, sentence, clause, or phrase of this Ordinance.

Section 3. Effective Date. This Ordinance shall take effect five days after its publication by summary.

PASSED by the City Council and APPROVED by the Mayor this 24th day of November, 2014.

CITY OF STANWOOD

By: Leonard Kelley
Leonard Kelley Mayor

ATTEST:

By: Greg Thramer
Greg Thramer, City Clerk

Approved as to form:

By: Grant K. Weed
Grant K. Weed, City Attorney

Date of Publication: November 25, 2014

Effective Date: December 1, 2014