

RESOLUTION 25

A RESOLUTION OF THE GOVERNING BOARD OF NORCOM,
ESTABLISHING PETTY CASH ACCOUNTS, APPOINTING
CUSTODIANS, AND ESTABLISHING THE AMOUNT OF MONIES
AUTHORIZED FOR THE PETTY CASH ACCOUNTS.

WHEREAS, the system of accounting mandated by the State Auditor’s Office of the State of Washington prescribes that all Petty Cash Accounts be established by Resolution or Ordinance (per the BARS Manual); and

WHEREAS, a Petty Cash Account is defined as any sum of money or other resources set aside for such specific purposes as minor disbursements, making change, and similar uses; and

WHEREAS, the Governing Board must authorize each Petty Cash Account and all subsequent increases or decreases in the Petty Cash Account amounts; and

WHEREAS, each Petty Cash Account is the responsibility of primarily one employee called the “Custodian”; and

WHEREAS, the Custodian is personally responsible for the value of the fund and to ensure that all policies and procedures are adhered to;

WHEREAS, if funds are disbursed, the Petty Cash Account must be replenished at least quarterly; and

WHEREAS, the custodian of each Petty Cash Account shall be covered by a surety bond in the full amount of the account at all times and all advances to it, conditioned upon the proper accounting for and legal expenditure of all such funds in addition to other conditions required by law; a policy of insurance covering honest and faithful performance may be utilized in lieu of any such bond; and all such bonds or insurance policies in lieu of bonds shall be approved by the attorney of record as to form; now therefore,

BE IT RESOLVED by the Governing Board of NORCOM as follows:

Section 1. Authorization. The following Petty Cash Accounts are hereby authorized in the amounts and with the custodians detailed below:


Department/Location	Custodian	Authorized Amount
Administration: Change Drawer	Administrative Assistant	\$50
Finance: Petty Cash	Accounting & Benefits Specialist	\$200
Total		\$250

Section 2. Custodian Surety Bond Requirement. The custodian of each Petty Cash Account shall be covered at all times by a surety bond in the full amount of the account and all advances to the Account, conditioned upon the proper accounting for and legal expenditure of all such funds in addition to other conditions required by law. A policy of insurance covering honest and faithful performance may be utilized in lieu of any such bond. All such bonds or insurance policies in lieu of bonds shall be approved by Norcom's attorney of record as to form.


Section 3. Procedures. The Finance Manager shall adopt such procedures as may be necessary or desirable to implement the provisions of this resolution. Such procedures shall include but not be limited to: (1) defining limitations on the use of Petty Cash Accounts, and (2) providing accounting and reporting procedures for operation and replenishment of the Petty Cash Accounts, with such replenishment to occur on at least a quarterly basis.

Passed by majority vote of the Governing Board in open meeting on February 12, 2010.

Signed in authentication thereof on February 12, 2010.



Chair

Attest: 

Secretary