

Resolution No. 440

A resolution reaffirming the existence, and utilization, of a Petty Cash Account

WHEREAS, for decades the City of Forks has utilized a "Petty Cash Account" to reimburse minor expenditures associated with the utility operations, police department, and general city business;

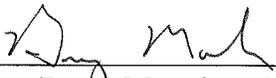
WHEREAS, it is believed that this was done by action of the City Council in the course of a regular meeting without the adoption of a resolution or ordinance;

WHEREAS, the current best practices associated with establishment of such an account is to have an affirmative statement of the creation of the account in the form of a resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FORKS THAT:

1. **Affirmation/Reestablishment of Account.** The City Council hereby reauthorizes, reaffirms, and/or reestablishes a "Petty Cash Account" to be used to reimburse minor expenditures associated with the City's various operations to include utilities, law enforcement, and general business. Said account shall be under the supervision and control of the Clerk/Treasurer and be subject to policies and procedures developed by that officer subject to the approval of the Mayor.
2. **Funding of the Account.** The Clerk/Treasurer shall be authorized to fund the above account in a manner that is reflective of the general and traditional use of the account with the funding being provided from the General Fund, Sewer, and Water as appropriate. The funding of the account shall not exceed one thousand two hundred dollars in combined total of the funding received from all contributing accounts.
3. **Account Subject to Reporting and Auditing.** The Clerk/Treasurer shall ensure that the account, funds contributed and used, and access to the account is subject at all times to all applicable reporting and auditing requirements required by State law.
4. **Authorized to Enact Applicable Policies and Procedures.** The Clerk/Treasurer is authorized, as noted above, to develop and enact, subject to the approval of the Mayor, any and all applicable policies and procedures required to ensure that the use of the account complies with applicable state law and general accounting practices.

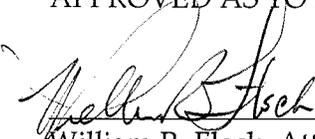
PASSED this 24th day of November, 2014.


Bryon Monohon, Mayor

ATTEST AND AUTHENTICATED TO:

APPROVED AS TO FORM:


Audrey Grafstrom, Clerk/Treasurer


William R. Fleck, Attorney/Planner