

**POLICY SUBJECT:** Petty Cash Policy

**REFERENCE NUMBER:** 99-021

**EFFECTIVE DATE:** June 24, 1999  
Revised October 7, 2008  
June 6, 2017

**APPROVED:**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
City Administrator

**SUBMITTED TO COUNCIL:**

\_\_\_\_\_ N/A                      \_\_\_\_\_ Yes    Resolution # 013/2017    Date 06/06/17

**RECEIVED:**

\_\_\_\_\_ Police                      \_\_\_\_\_ Human Resources  
\_\_\_\_\_ Clerk                      \_\_\_\_\_ Engineering  
\_\_\_\_\_ Finance                      \_\_\_\_\_ Public Works  
\_\_\_\_\_ Community Dev.              \_\_\_\_\_ City Attorney

**1.0 PURPOSE AND SCOPE**

To provide City of Monroe employees a fund which can be used for petty cash which includes change funds, working funds, revolving advanced travel, stamp funds, and operational funds for minor disbursements. The petty cash is restored to its original amount by a check drawn and charged to the applicable operating fund. The amount of the check should equal the aggregate of the disbursements. The fund may not be used for personal cash advances even if secured by check or other I.O.U.s.

**2.0 RESPONSIBILITIES**

The City of Monroe Finance Director or designee is appointed custodian of the petty cash fund authorized by Resolution #013/2017. The custodian is responsible and shall render a receipt for the replenishment amount to Accounts Payable authorized by the Finance Director for reimbursement. The fund will be audited periodically to assure cash controls and receipts are in place. The Police Department Administrative Manager will maintain a subsidiary petty cash fund in the amount of \$600. This fund has been authorized since police staffing work various hours separate from regular business hours and there is a need to have funds available for advanced travel or supplies. The subsidiary fund is subject to the same policies and procedures outlined in this policy.

### 3.0 PROCEDURE

A Petty Cash record must be maintained for all transactions. The form should be completed in ink and indicate to whom the funds were paid, the purpose of the funds, and how much was advanced or paid. For petty cash advancements, original receipts and/or remaining cash totaling the amount of the advancement shall be returned to the custodian within ten (10) working days of the advancement. The receipt must be signed by the person receiving the money. For reimbursement requests, original signed receipts need to be attached to the request.

When the fund needs to be replenished, receipts and the petty cash record need to be forwarded to Accounts Payable for reimbursement. A check will be issued to replenish the fund up to the amount of the validated receipts. The total allocation for the City Hall Petty Cash Fund has been authorized in the amount of \$1500.00. There is a limit of \$100.00 per transaction.

The Police Department Administrative Manager or designee is authorized to maintain a subsidiary petty cash fund in the amount of \$600.00. The same procedures need to be followed as outlined above. The petty cash will be replenished in cash based upon the receipts turned into the Finance Director or designee. For the Police Department Petty Cash Fund, there is a limit of \$50.00 per transaction.

The Fund will be audited periodically to assure controls are in place. The custodian and Police Department Administrative Manager should assure the petty cash is kept in a safe place.

The City will list the authorized amount of petty cash in the monthly balance sheet.

### 4.0 ATTACHMENTS

- Resolution #013/2017 Revised 06/06/2017
- Petty Cash Record
- Petty Cash Receipts



**PETTY CASH REQUEST**

DATE: \_\_\_\_\_ DEPT: \_\_\_\_\_

PURPOSE (ITEM): \_\_\_\_\_

AMOUNT RECEIVED: \$ \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SIGNATURE (CLERK OR ASST. CLERK) \_\_\_\_\_

RECEIPT ATTACHED (CHECK): \_\_\_\_\_

**PETTY CASH REQUEST**

DATE: \_\_\_\_\_ DEPT: \_\_\_\_\_

PURPOSE (ITEM): \_\_\_\_\_

AMOUNT RECEIVED: \$ \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SIGNATURE (CLERK OR ASST. CLERK) \_\_\_\_\_

RECEIPT ATTACHED (CHECK): \_\_\_\_\_

**PETTY CASH REQUEST**

DATE: \_\_\_\_\_ DEPT: \_\_\_\_\_

PURPOSE (ITEM): \_\_\_\_\_

AMOUNT RECEIVED: \$ \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SIGNATURE (CLERK OR ASST. CLERK) \_\_\_\_\_

RECEIPT ATTACHED (CHECK): \_\_\_\_\_

**PETTY CASH REQUEST**

DATE: \_\_\_\_\_ DEPT: \_\_\_\_\_

PURPOSE (ITEM): \_\_\_\_\_

AMOUNT RECEIVED: \$ \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SIGNATURE (CLERK OR ASST. CLERK) \_\_\_\_\_

RECEIPT ATTACHED (CHECK): \_\_\_\_\_

**CITY OF MONROE  
RESOLUTION NO. 013/2017**

A RESOLUTION BY THE CITY OF MONROE CITY  
COUNCIL AMENDING RESOLUTION NOS. 95/25, 99/12,  
and 2008-017, PETTY CASH

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WHEREAS, the City of Monroe requires working funds available for incidental items such as cleaning supplies, stamps, vehicle registrations, and recording fees; and

WHEREAS there are vendors with whom the City conducts business which do not accept purchasing cards; and

WHEREAS issuing a check or using a purchasing card is not always cost effective for purchases under \$100.00.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE DOES RESOLVE AS FOLLOWS:

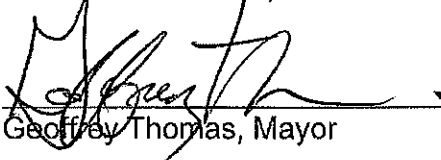
1. The Council does hereby declare and appoints the Finance Director as custodian of the Petty Cash fund. All disbursements to the Petty Cash account must be authorized by the Finance Director or designee.
2. The Council does hereby declare and authorize the Petty Cash fund for City Hall be established in the amount of \$1500 and the authorized amount is to be included on the monthly balance sheet. Individual petty cash transactions shall not exceed \$100.
3. The Council does hereby declare and authorize the Petty Cash fund for the Police Department be established in the amount of \$600.00 and the authorized amount is to be included on the monthly balance sheet. Individual petty cash transactions shall not exceed \$50.00.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this 6<sup>th</sup> day of June, 2017.


Adopted: June 6, 2017  
Effective: June 6, 2017

(SEAL)

CITY OF MONROE, WASHINGTON:

  
\_\_\_\_\_  
Geoffrey Thomas, Mayor

ATTEST:

  
\_\_\_\_\_  
Elizabeth M. Adkisson, MMC, City Clerk