

**CITY OF MONROE
RESOLUTION NO. 2026-005**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, REPEALING RESOLUTION NOS. 95/25, 99/12, 2008-017, AND 013/2017; ESTABLISHING A CITY HALL PETTY CASH FUND; ASSIGNING A PETTY CASH FUND CUSTODIAN; AND ADOPTING THE CITY OF MONROE PETTY CASH POLICY

WHEREAS, the City of Monroe established a Petty Cash Fund under Resolution 95/25 which was subsequently amended by Resolution Nos. 99/12, 2008-017, and 013/2017; and

WHEREAS, the Monroe Police Department no longer has need for petty cash; and

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.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Repealer. Resolution Nos. 95/25, 99/12, 2008-017, and 013/2017 are hereby repealed in their entirety.

Section 2. Petty Cash Fund Established. The Monroe City Council does hereby declare and authorize a 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.

Section 3. Petty Cash Fund Custodian. The Monroe City Council hereby 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.

Section 4. Adoption of the City of Monroe Petty Cash Policy. The City of Monroe Petty Cash Policy is adopted in its entirety attached as Exhibit A.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this 10th day of March, 2026.

Approved: 03/10/2026
Effective: 03/10/2026

CITY OF MONROE, WASHINGTON

ATTEST:


Jodi Wycoff (Mar 11, 2026 13:35:49 PDT)

Jodi Wycoff, City Clerk


Patsy Cudaback (Mar 11, 2026 13:32:55 PDT)

Patricia (Patsy) Cudaback, Mayor

EXHIBIT A

Policy Record

Approval Date	Effective Date	Approved By
03/10/2026	03/10/2026	City Council via Res 2026-005

Last Review: 06/06/2017	Policy Number: 2026-005
Next review:	Replaces: RES NOS. 95/25, 99/12, & 2008-017 and 013/2017
	Superseded By:
Policy Administrator: Finance Director	

Purpose

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 disbursement. The fund may not be used for personal cash advances even if secured by check or other I.O.U.

Policy

1. Responsibilities

The City of Monroe Finance Director or designee is appointed custodian of the petty cash fund authorized by resolution 2026-005. 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.

2. 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 receipts need to 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 \$1,500.00. There is a limit of \$100.00 per transaction.

The fund will be audited periodically to assure controls are in place. The custodian 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.

RES 2026-005_Petty Cash Policy

Final Audit Report

2026-03-11

Created:	2026-03-11
By:	Jodi Wycoff (jwycoff@monroewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAg35GlcqYIfUD2C_C5_gcATw19h17rO0

"RES 2026-005_Petty Cash Policy" History

-  Document created by Jodi Wycoff (jwycoff@monroewa.gov)
2026-03-11 - 5:14:47 PM GMT
-  Document emailed to Patsy Cudaback (pcudaback@monroewa.gov) for signature
2026-03-11 - 5:15:04 PM GMT
-  Email viewed by Patsy Cudaback (pcudaback@monroewa.gov)
2026-03-11 - 8:32:02 PM GMT
-  Document e-signed by Patsy Cudaback (pcudaback@monroewa.gov)
Signature Date: 2026-03-11 - 8:32:55 PM GMT - Time Source: server
-  Document emailed to Jodi Wycoff (jwycoff@monroewa.gov) for signature
2026-03-11 - 8:32:57 PM GMT
-  Email viewed by Jodi Wycoff (jwycoff@monroewa.gov)
2026-03-11 - 8:35:34 PM GMT
-  Document e-signed by Jodi Wycoff (jwycoff@monroewa.gov)
Signature Date: 2026-03-11 - 8:35:49 PM GMT - Time Source: server
-  Agreement completed.
2026-03-11 - 8:35:49 PM GMT