

**CITY OF MONROE  
RESOLUTION NO. 022/2014**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, ESTABLISHING A CHANGE FUNDS PETTY CASH ACCOUNT FOR THE MONROE MUNICIPAL COURT; APPOINTING CUSTODIANS AND ESTABLISHING THE AMOUNT OF MONIES THEREFORE; AND ESTABLISHING AN EFFECTIVE DATE

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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, each petty cash account is the responsibility of primarily one employee called the "Custodian," who is personally responsible for the value of the fund and to ensure that all policies and procedures are adhered to; 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; all such bonds or insurance policies in lieu of bonds shall be approved by the city attorney as to form; and

WHEREAS, the City of Monroe requires two change funds for cash receipt operations of the Monroe Municipal Court.

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

Section 1. Municipal Court Petty Cash Accounts Authorized. The following petty cash accounts are hereby authorized for the Monroe Municipal Court in the amounts and with the custodians detailed below:

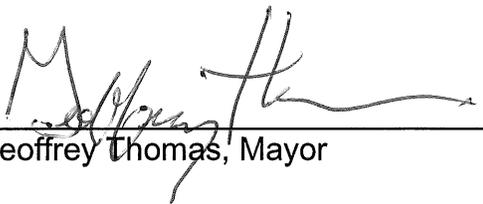
<u>Department/Location</u>	<u>Custodian</u>	<u>Authorized Amount</u>
Municipal Court/City Hall: Change Drawer 1	Court Administrator	\$200
Municipal Court/City Hall: Change Drawer 2	Court Specialist	\$200

Section 2. Compliance. The above-designated custodians shall administer the petty cash accounts established pursuant to Section 1 in full compliance with all applicable state and local requirements, including without limitation all relevant provisions of the BARS Manual as prescribed by the State Auditor's Office.

Section 3. Effective Date. This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this 23rd day of September, 2014.

CITY OF MONROE, WASHINGTON

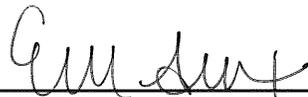
  
\_\_\_\_\_  
Geoffrey Thomas, Mayor

(SEAL)

APPROVED AS TO FORM:

  
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J. Zachary Lell, City Attorney

ATTEST/AUTHENTICATED:

  
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Elizabeth Smoot, City Clerk