



# CITY OF RAPID CITY

300 SIXTH STREET  
RAPID CITY, SOUTH DAKOTA 57701

LF060105-14

## PARKS AND RECREATION DEPARTMENT

Parks and Recreation Memo

Date: May 24, 2005

To: Coleen Schmidt, Assistant Finance Officer

From: Jerry W. Cole, Director

Subject: Increase In Change Fund – Golf Course

Jerry W. Cole,  
Director  
(605) 394-5225

Jeri Lynn  
Administrative  
Assistant  
(605) 394-5225

Lon VanDeusen,  
Parks & Cemetery  
Manager  
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Doug Lowe,  
Recreation Manager  
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Golf Superintendent  
(605) 394-4199

Duncan Olney  
Aquatic Manager  
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At the meeting of May 12, 2005 attended by Lori Templeton, Connie Ewing, Coleen Schmidt and myself we talked about changing our cash drawer procedures at the golf courses.

At the current time, each of the golf courses uses one cash drawer for the entire day. Because of the way we operate, this allows five to six people to use the cash drawer throughout the day.

Rather than having one cash drawer for all shifts during the day, we have decided to have one cash drawer for the morning shift and a different cash drawer for the afternoon/evening shift. Splitting the cash drawers for the different shifts will allow us to find mistakes in a much more reasonable time frame. It will also allow us to adopt a business approach to cash management and make our personnel more responsible for their own cash drawers.

In order to implement this change in procedures for the golf course cash drawers we will need to increase the number of drawers we use each day. This will require that we have more money on hand to cover the different cash drawers. As a result, we are requesting that the golf course change fund be increased by \$480, from \$1,000 to \$1,480.

Thank you for your consideration. If you have any questions, don't hesitate to contact me.

RESOLUTION INCREASING CHANGE FUND

WHEREAS the Municipal Golf Courses have utilized a Change Fund for cash flow purposes for day-to-day operations at the facilities, and

WHEREAS management intends to implement a business approach to cash management which will require additional cash drawers and provide for more efficient and responsible use of the Change Fund;

NOW, THEREFORE, BE IT RESOLVED that the Municipal Golf Course Change Fund be increased by \$480 for a total of \$1,480.

BE IT FURTHER RESOLVED that the City Finance Officer is authorized to issue a treasurers check in the amount of \$480 for the purpose of increasing the Municipal Golf Course Change Fund.

Dated this 6<sup>th</sup> day of June, 2005.

CITY OF RAPID CITY

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Finance Officer

(SEAL)