

RESOLUTION 2014-003
ESTABLISHING AND RE-ESTABLISHING PETTY CASH FUNDS, CHANGE
FUNDS AND TRAVEL FUNDS

WHEREAS, it has been determined that various departments throughout the City of Rapid City require Petty Cash Funds, Change Funds and Travel Funds to operate the departments more efficiently; and

WHEREAS, the Cash Handling Audits I and II prepared by Compass have made the recommendation that the Finance Office create and maintain a complete and accurate list of all petty cash and change funds; and

WHEREAS, such list should properly be supported by City Council resolutions; and

WHEREAS, Public Works has requested an additional \$100 petty cash fund for the Traffic Engineering Division to operate the division more efficiently.

NOW, THEREFORE, BE IT RESOLVED, that the following petty cash funds, change funds (CF) and travel funds be hereby established(*) and re-established as follows:

Airport	Petty Cash	\$ 300
Civic Center	Travel Fund	\$ 1,000
Civic Center	Petty Cash	\$ 1,000
Civic Center	Concessions Change Fund	\$35,000
Civic Center	Box Office Change Fund	\$20,000
Finance	Petty Cash	\$ 1,500
Finance	Cashier's Change Fund	\$ 1,000
Finance	RSVP Change Fund	\$ 25
Fire	EMS Change Fund	\$ 500
Library	Petty Cash	\$ 245
Library	Copier Change Fund	\$ 55
Library	Administration CF	\$ 175
Library	Bill Changer Change Fund	\$ 100
Library	Circulation Change Funds	\$ 200
Library	General Beadle CF	\$ 75
Library	GB Copier Change Fund	\$ 25
Library	WDT Change Fund	\$ 75
Parks & Rec	Swim Center Change Fund	\$ 300
Parks & Rec	Parkview Admission CF	\$ 250
Parks & Rec	Parkview Concession CF	\$ 200
Parks & Rec	Hilton Admission CF	\$ 250
Parks & Rec	Hilton Concession CF	\$ 200
Parks & Rec	Horace Mann Admission CF	\$ 150
Parks & Rec	Horace Mann Concession CF	\$ 50
Parks & Rec	Swim Center Change Fund	\$ 200
Parks & Rec	Swim Center Quarter Fund	\$ 200

Parks & Rec	Swim Center Quarter Mach	\$ 200
Parks & Rec	Ice Arena Change Fund	\$ 400
Parks & Rec	Ice Arena Change Machine	\$ 300
Parks & Rec	Meadowbrook Pro Shop CF	\$ 750
Parks & Rec	Executive Change Fund	\$ 550
Parks & Rec	Cemetery Change Fund	\$ 50
Parks & Rec	Administration CF	\$ 100
Police	Admin Travel Fund	\$ 2,000
Police	Administrative Petty Cash	\$ 250
Police	Investigative Petty Cash	\$ 150
Police	Evidence Change Fund	\$ 100
Police	Records Change Fund	\$ 200
Police	Fingerprinting Change Fund	\$ 100
Public Works	Solid Waste Disposal CF	\$ 400
Public Works	Transit Change Fund	\$ 50
Public Works	Transit Change Machine	\$ 100
Public Works	Traffic Engineer Petty Cash	\$ 100*

BE IT FURTHER RESOLVED, that the City Finance Officer is authorized to issue a Treasurer's Check to establish new petty cash fund for the Traffic Engineering Division.

Dated this ____ day of January 2014.

CITY OF RAPID City of Rapid City

Sam Kooiker, Mayor

ATTEST:

Pauline Sumption, Finance Officer

(SEAL)