

RESOLUTION NO. 83- 4

A RESOLUTION RELATING TO THE ESTABLISHMENT AND MAINTENANCE OF A PETTY CASH FUND FOR THE CITY OF WATHENA, KANSAS.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF WATHENA, KANSAS, as follows:

1. There shall be and hereby is established a Petty Cash Fund as authorized by K.S.A. 12-171.

2. Upon proper claim, the amount of Two Hundred Dollars (\$200.00) shall be transferred from the City General Fund to the Petty Cash Fund.

3. (a) The City Clerk is hereby designated as the City official who shall maintain the Petty Cash Fund established herein and make disbursements therefrom and deposits thereto.

(b) The City Clerk shall be bonded by the City for the maximum amount at any time authorized to be held in the Petty Cash Fund.

4. (a) The City Clerk shall keep itemized records of all receipts and expenditures from the Petty Cash Fund.

(b) The Petty Cash Fund shall be kept separate from all other City Funds and shall be used only for authorized expenditures.

(c) Itemized receipts shall be taken for each Petty Cash expenditure.

(d) No part of the Petty Cash Fund shall be ^{lent} loaned or advanced against the salary of any employee of the City of Wathena.

5. (a) From time to time as considered necessary and, in any event, at the end of each fiscal year of the City, the City Clerk shall prepare and submit to the Governing Body a written statement and report showing: (i) all receipts and expenditures from the Petty Cash Fund since the date of said Clerk's last statement and report; (ii) the specific City fund for which each such receipt or expenditure was incurred; (iii) the balance remaining on hand in the Petty Cash Fund as of the date of the statement; and (iv) a claim by the City Clerk for the replenishment of the Petty Cash Fund in an amount equal to the total amount of the expenditures as shown in the report.

(b) Upon approval by the Governing Body of any statement and report submitted by the City Clerk pursuant to (a) of this section, the Governing Body may replenish and restore the amount on deposit in the Petty Cash Fund in any amount determined

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necessary, but not to exceed the then authorized maximum balance for such fund. Such transfers to the Petty Cash Fund shall be made from those other funds of the City for which Petty Cash expenditures were made as shown in the statement and report approved by the Governing Body pursuant to (a) of this section.

APPROVED and ADOPTED on the ____ day of September, 1983.

Mayor

Jack Spangher

ATTEST:

(CITY SEAL)

City Clerk

Lynell J. McCree