CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

ITEM: Petty Cash **DATE:** May 2, 2016

FINANCIAL IMPACT: Not significant

BACKGROUND:

Based on frequency of use, location, and discussions with staff, the Director of Finance periodically recommends that the City's listing of authorized petty cash funds be updated. This listing was last updated in March of 2008.

Department	Current	Recommended	
Community & Economic Development	50	$ 50	
Development Services	$ 100	$ 100	
EMS	$ 100	$ 100	
Engineering Services	$ 0	$ 50	New Department
Fire	$ 50	$ 50	
Human Services	$ 50	$ 50	
Library	$ 150	$ 150	
Parks & Recreation	$ 150	$ 250	
Community Center	$ 50	$ 50	(for making change only)
Nature Lodge	$ 75	$ 75	(for making change only)
Softball Complex	$ 25	$ 50	(for making change only)
Softball Tournaments	500	$ 500	(for making change only)
Police	$ 100	$ 100	
Public Works	$ 200	$ 200	
Finance	$ 900	$ 1,000	

OUTSTANDING ISSUES: None

RECOMMENDATION:

Adoption of a Resolution establishing petty cash funds for various departments.

Lead Staff Member: Tim Stiles, Finance Director

STAFF REVIEWS

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	RTG

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	Finance & Administration		
Date Reviewed	April 20, 2016		
Recommendation	**Yes**	No	Split

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Resolution

WHEREAS it is advantageous for the City of West Des Moines to have petty cash funds in various City departments and,

WHEREAS the Director of Finance has recommended the following amounts of petty cash in various departments:

Community & Economic Development	$ 50	
Development Services	$ 100	
EMS	$ 100	
Engineering Services	$ 100	
Fire	$ 50	
Human Services	$ 50	
Library	$ 150	
Parks & Recreation	$ 250	
Community Center	$ 50	(for making change only)
Nature Lodge	$ 75	(for making change only)
Softball Complex	$ 50	(for making change only)
Softball Tournaments	$ 500	(for making change only)
Police	$ 100	
Public Works	$ 200	
Administrative Services	$1,000	

Therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST DES MOINES, IOWA that the recommendations concerning petty cash funds are hereby approved and the Director of Finance is directed to implement the same.

PASSED AND APPROVED this 2nd day of May, 2016.

Steven K. Gaer, Mayor

ATTEST:

Ryan Jacobson, City Clerk

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