

**CITY OF CHENEY, WASHINGTON  
ORDINANCE NO. W - 65**

**AN ORDINANCE OF THE CITY OF CHENEY AMENDING AND  
RESTATING ORDINANCE U-44 TO PROVIDE FOR PETTY CASH AND  
OTHER MATTERS PROPERLY RELATED THERETO.**

**WHEREAS**, to provide convenience in the operation of City business, it is reasonable and necessary to advance monies from the general fund for petty cash, which includes change funds, revolving funds, advance travel, and other funds set aside for minor disbursements, making change and similar uses;

**WHEREAS**, the petty cash can be used for small or emergency expenditures, refunds legally payable by the City and for cash exchanges in the transaction of the City's official business;

**WHEREAS**, various departments within the City find it necessary to maintain petty cash in order to conduct small financial transactions that further the City's interests; and

**WHEREAS**, the State Budget, Accounting and Reporting System (BARS) allows the establishment of petty cash for the purposes set forth herein.

NOW, THEREFORE, the City Council of the City of Cheney do ordain as follows:

**Section 1. Modification and Restatement.** The purpose of this ordinance is to modify and restate Ordinance U-44. To the extent that this ordinance is inconsistent or modifies Ordinance U-44, the terms set forth in this ordinance shall control the use and disbursement of petty cash.

**Section 2. Petty Cash and Change Revolving Funds - Established.** There is authorized from the general fund an appropriation of monies to establish petty cash for the following departments as specified below. The Finance Director, upon written request from the director of the below identified department, may make an advance of funds for petty cash. The advance from the general fund shall be charged to an existing appropriation, unless the Finance Director determines such charge may be against unencumbered reserves. The custodian of each petty cash account shall be the director of the department, who shall have the responsibility of independent invoice processing, check signing, general accounting, and cash receipts functions.

A. For the Finance Department, the following petty cash amounts are authorized.

(1) One \$2,000.00 cash drawer; (2) three \$200.00 cash drawers; (3) \$200.00 for the petty cash fund; and (4) \$2,500.00 for the Advance Travel

Revolving Account. The above petty cash shall be managed under the supervision of the Finance Director.

B. For the Mayor's Office, the following petty cash amounts are authorized.

(1) \$150.00 for small expenditures. The above petty cash shall be managed under the supervision of the Mayor.

C. For the Municipal Court, the following petty cash amounts are authorized.

(1) Three \$150.00 cash drawers; (2) \$500.00 for payment of vouchers issued by the Municipal Court; and (3) \$50.00 for small expenditures. The above petty cash shall be managed under the supervision of the Court Administrator.

D. For the Park and Recreation Department, the following petty cash amounts are authorized.

(1) One \$75.00 cash drawer; (2) \$1,000.00 for the Recreation Programming Account; (3) \$300.00 for small expenditures; (4) \$250.00 for the ECHO and summer camps; (5) one \$25.00 change drawer to be used by the community pool; and (6) one \$50.00 change drawer for use in special concession and recreational events. The above petty cash shall be managed under the supervision of the Community Recreation Director.

E. For the Police Department, the following petty cash amounts are authorized.

(1) One \$100.00 cash drawer; (2) \$1,000.00 for use as a drug fund; and (3) \$100.00 for the petty cash fund. The above petty cash shall be managed under the supervision of the Police Chief.

F. For the Public Works and Light Department, the following petty cash amounts are authorized.

(1) One \$75.00 cash drawer; and (2) \$500.00 for small expenditures. The above petty cash shall be managed under the supervision of the Light Department Director.

**Section 3. Custodian.** The director of the department shall have full responsibility as custodian for the petty cash accounts and its proper use under this ordinance. The Finance Director is authorized to adopt reasonable rules and practices for the use of petty cash, provided the same are approved by the Mayor. Such regulations shall conform with the petty cash requirements of the State Auditor's Office as set forth in the Washington State Budget, Accounting and Reporting System (BARS) Manual.

**Section 4. Balance of Funds - Replenishment.** All expenditures of petty cash that are depleted shall be replenished on a monthly basis by, check or other authorized transfer under the authority of the Finance Director.

**Section 5. Receipts - Reimbursement Vouchers.** Each disbursement from a petty cash shall be supported by receipt showing the amount and purpose of the expense. A record of expenditures shall be maintained by the department.

**Section 6. Personal Advances.** The petty cash fund shall not be used by employees for personal expenses or convenience. Any such use shall be considered a misappropriation of public funds.

**Section 7. Severability.** If any section, sentence, clause or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, section, clause or phrase of this ordinance.

**Section 8. Effective Date.** This ordinance shall become effective thirty (30) days after its passage, approval, and publication.

Introduced this 14 day of April, 2015.

Passed by the City Council this 14 day of April, 2015.


Approved by the Mayor this 14 day of April, 2015.

  
Tom Trulove, Mayor

ATTEST:

  
Cynthia L. Niemeier, City Clerk

APPROVED AS TO FORM:

  
Stanley M. Schwartz, City Attorney