

**JEFFERSON COUNTY  
BOARD OF COMMISSIONERS  
Consent Agenda Item**

FOR THE WEEK OF: February 22, 2011

**I. Description -- A brief description of the agenda item.**

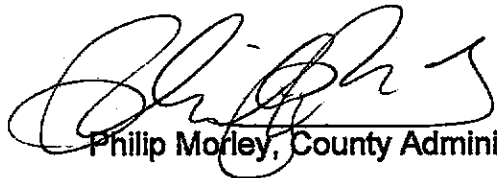
A resolution to re-establish cash drawers, Petty Cash accounts and revolving fund accounts in various County departments.

**II. Issues -- A short outline of the major issues or areas that should be given particular attention.**

This resolution is required to be approved every year to update the amounts and the custodians for these forms of cash handled by County departments and funds.

**III. Action -- What is the nature of the action the Board is being asked to take (discussion, approval of a contract, support for a grant, etc.)**

Review and approve the Resolution.

  
Philip Morley, County Administrator

2/17/11  
Date

STATE OF WASHINGTON  
County of Jefferson

In the Matter of Re-establishing }  
Jefferson County Cash Drawer, Petty Cash }  
Account and Revolving Fund Amounts in }  
Various County Departments }

RESOLUTION NO. \_\_\_\_\_

**WHEREAS**, the Jefferson County Auditor deems it necessary to review the cash drawer amounts, petty cash accounts and revolving funds, in all of the various County Departments at the beginning of each year to confirm the correctness of said accounts and/or to make necessary adjustments; and,

**WHEREAS**, the amounts of the said drawers and accounts need to be entered in the General Ledger of Jefferson County as part of the cash and all cash drawers, petty cash accounts, and revolving funds have been reviewed and corrections made.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Jefferson County Commissioners declares all previous resolutions dated prior to December 31, 2010, pertaining to petty cash, cash drawers, and revolving funds, and their amounts are null and void; and,

**BE IT FINALLY RESOLVED**, that the petty cash, cash drawers, and revolving fund accounts, be and are hereby re-established and ordered to be entered in the General Ledger of Jefferson County as follows:

<i>Department/Fund</i>	<i>Custodians</i>	<i>Cash Drawer</i>	<i>Petty Cash</i>	<i>Revolving Checking</i>	<i>Total</i>
<b>CURRENT EXPENSE</b>					
Assessor	Jami Trafton, Sherrie Shold	\$20	\$300		\$320
Auditor	Brenda Huntingford, Sandi Eldridge, Bonnie Swafford, Karen Cartmel, Jessie Graves, Donna Eldridge	\$950			\$950
Clerk	Lori Bailey		\$150		\$150
BOCC	Leslie Locke		\$25		\$25
District Court	Tracie Wilburn, Leanne Dotson, Monica Kelly, Tracy Lake, Carol Guthrie, Adiel Rogers, Julie Shannon	\$300	\$600		\$900
Juvenile Services	Carol Palmer		\$50		\$50
Prosecuting Attorney	Jan Chadbourne			\$500	\$500
Sheriff	Susan Zoya, Patricia Tisher		\$200	\$2,500	\$2,700
Superior Court	Michelle Moore		\$50		\$50
Treasurer	Janet Holbrook	\$1,000			\$1,000
Advance Travel	Janet Holbrook			\$10,000	\$10,000
<b>Total Current Expense</b>		<b>\$2,270</b>	<b>\$1,375</b>	<b>\$13,000</b>	<b>\$16,645</b>
<b>SPECIAL REVENUE</b>					
Public Health	Susan Parke	\$280		\$800	\$1,080

Resolution No. \_\_\_\_\_ re: Re-establishing Cash Drawer, Petty Cash Accounts and Revolving Fund Amounts in Various County Departments

<i>Department/Fund</i>	<i>Custodians</i>	<i>Cash Drawer</i>	<i>Petty Cash</i>	<i>Revolving Checking</i>	<i>Total</i>
Animal Services	Pat Tischer, Alex Mintz	\$80	\$35		\$115
Community Development	Lisa Keller, Rose Ann Carroll	\$200			\$200
Roads	Nancy Hert, Cathy Taylor	\$100		\$400	\$500
Parks & Recreation	Chris Macklin		\$100		\$100
JeffCom	Kathy Young		\$25	\$839.93	\$864.93
WSU Extension	Laurie Meyer, Sally Chapin	\$200			\$200
<i>Total Special Revenue</i>		<i>\$860</i>	<i>\$160</i>	<i>\$2,039.93</i>	<i>\$3,059.93</i>
<b>INTERNAL SERVICE</b>					
Information Services	Sara McIntyre		\$100		\$100
<b>ENTERPRISE</b>					
Solid Waste - Scales	Connie Turpin	\$2,100			\$2,100
Solid Waste - MRW	Darrel Erfle	\$100			\$100
Solid Waste - Drop Box 1	Thomas Johnson	\$125			\$125
Solid Waste - Drop Box 2	Patrice Star	\$125			\$125
JC Fair	Sue McIntyre			\$12,537.70	\$12,537.70

**APPROVED AND ADOPTED** this \_\_\_\_\_ day of February, 2011.

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

SEAL:

John Austin, Chair

ATTEST:

Phil Johnson, Member

Lorna Delaney, CMC  
Clerk of the Board

David Sullivan, Member