

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Philip Morley, County Administrator

FROM: Leslie Locke, Deputy Clerk of the Board

DATE: February 27, 2012

SUBJECT: RESOLUTION NO. ____ re: Re-establishing Jefferson County Cash Drawer,
Petty Cash Account and Revolving Fund Amounts in Various County
Departments

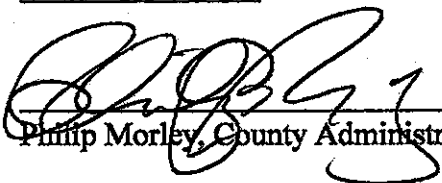
STATEMENT OF ISSUE:

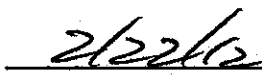
A Resolution re-establishing Jefferson County Cash Drawer, Petty Cash Account and Revolving Fund Amounts in Various County Departments has to be approved every year. The amounts and custodians are updated accordingly.

RECOMMENDATION:

Approve Resolution re: Re-Establishing Jefferson County Cash Drawer, Petty Cash Account and Revolving Fund Amounts in Various County Departments

REVIEWED BY:


Philip Morley, County Administrator


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,

WHEREAS, 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, 2011, 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:

Department/Fund	Custodian(s)	Cash Drawer(s)	Petty Cash	Revolving Checking	TOTAL
GENERAL FUND					
Assessor	Jami Trafton, Sherrie Shold	20.00	300.00		320.00
Auditor	Brenda Huntingford, Karen Cartmel, Donna Eldridge, Bonnie Swafford, Sandi Eldridge, Jessie Graves	950.00			950.00
Clerk	Lori Bailey	150.00			150.00
Commissioners	Raina Randall		25.00		25.00
District Court	Leanne Dotson, Monica Kelly, Adiel Rogers, Tracie Bick, Heather LaDue, Corrie Black	250.00	600.00		850.00
Juvenile Services	Carol Palmer		50.00		50.00
Prosecuting Attorney	Jan Chadbourne		500.00		500.00
Sheriff	Susan Zoya, May Tracer		200.00	2,500.00	2,700.00
Superior Court	Michelle Moore		50.00		50.00
Treasurer	Janet Holbrook	1,000.00			1,000.00
Advance Travel	Janet Holbrook			10,000.00	10,000.00
GENERAL FUND TOTAL		2,370.00	1,725.00	12,500.00	16,595.00

SPECIAL REVENUE FUNDS					
Cooperative Extension	Kate Driehaus	***	100.00		100.00
JeffCom E-911	Kathy Young		25.00		25.00
Public Health	Susan Parke, Jean Baldwin	280.00		800.00	1,080.00
Animal Services	Pat Tisher	80.00	35.00		115.00
Community Development	Lisa Keller, Rose Ann Carroll	200.00			200.00
Parks & Recreation	Chris Macklin		100.00		100.00
County Roads	Nancy Hert, Christine Anderson, Cathy Taylor	100.00		400.00	500.00
SPECIAL REVENUE FUNDS TOTAL		660.00	260.00	1,200.00	2,120.00

ENTERPRISE FUNDS					
Solid Waste	Darrel Erfle, Dennis Bates, Marel Harstad, Cathy Taylor	2,700.00			2,700.00
ENTERPRISE FUNDS TOTAL		2,700.00	0.00	0.00	2,700.00

INTERNAL SERVICE FUNDS					
Information Services	Sarah McIntyre		100.00		100.00
INTERNAL SERVICE FUNDS TOTAL		0.00	100.00	0.00	100.00

SPECIAL TAXING DISTRICT FUNDS					
County Fair	Laurie Hampton			12,537.70	12,537.70
SPECIAL TAXING DISTRICT FUNDS TOTAL		0.00	0.00	12,537.70	12,537.70

*** See documentation in the Auditor's Office for more information.

APPROVED AND ADOPTED this 27th day of February, 2012.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

John Austin, Chairman

ATTEST:

Phil Johnson, Member

Raina Randall
Deputy Clerk of the Board

David Sullivan, Member