

**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 10, 2014

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

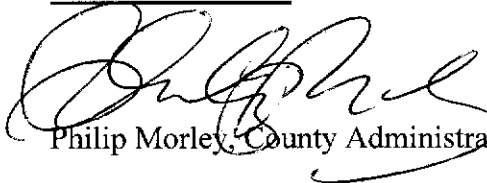
STATEMENT OF ISSUE:

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

2/15/14
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, 2013, 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, Jessica Keisel, Donna Eldridge, Bonnie Swafford, Sandi Eldridge, Jessie Graves | 950.00 | | | 950.00 |
| Clerk | Lori Bailey | 150.00 | | | 150.00 |
| Commissioners | Carolyn Avery | | 25.00 | | 25.00 |
| District Court | Leanne Dotson, Adiel Rogers, Tracie Bick, Corrie Black, Eris George | 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 Lorand | | 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 | | | | | |
|------------------------------------|--|---------------|---------------|-----------------|-----------------|
| Public Health | Susan Parke, Jean Baldwin | 280.00 | | 800.00 | 1,080.00 |
| Community Development | Mary Blain, Jodi Adams | 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 | | 580.00 | 100.00 | 1,200.00 | 1,880.00 |

| ENTERPRISE FUNDS | | | | | |
|-------------------------------|--|-----------------|-------------|-------------|-----------------|
| Solid Waste | Jerry Mingo, 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 | Sara 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 |

APPROVED AND ADOPTED this 10th day of February, 2014.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

John Austin, Chairman

ATTEST:

Phil Johnson, Member

Carolyn Avery
Deputy Clerk of the Board

David Sullivan, Member