

ORDINANCE NO. 177

AN ORDINANCE OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AUTHORIZING ONE CHANGE FUND EACH FOR THE CITY OF UNIVERSITY PLACE PARKS AND RECREATION DIVISION, PERMIT SERVICES CENTER, SENIOR/RECREATION CENTER, AND COMMUNITY SERVICES DEPARTMENT, FOR THE PURPOSE OF MAKING CHANGE.

WHEREAS, the City Council in July 1995 enacted Ordinance No. 10, Establishing a Petty Cash Fund for the City of University Place for the Purpose of Accommodation in the Making of Minor Authorized Disbursements and the Making of Change; and

WHEREAS, the tasks of making minor disbursements and making change cannot be commingled; and

WHEREAS, the City of University Place Parks and Recreation Division, Permit Services Center, Senior/Recreation Center, and Community Services Department have responsibilities that require making change for the public; NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, DOES ORDAIN AS FOLLOWS:

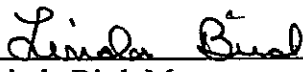
Section 1. Authorization of Change Funds. The Parks and Recreation Division, Permit Services Center, Senior/Recreation Center, and Community Services Department (Reception Desk) are each authorized to maintain a Change Fund for the purpose of making change. The Funds shall be administered by a custodian appointed by the Finance Manager, in accordance with regulations providing such lawful administration.

Section 2. Appropriation of Funds. A sum of up to, but not exceeding, \$100.00 each is appropriated from the City General Fund fund balance to the Change Funds for the Parks and Recreation Division, the Permit Services Center, and the Senior/Recreation Center. A sum of up to, but not exceeding, \$50.00 is appropriated from the City General Fund fund balance to the Change Fund for the Community Services Department (Reception Desk). Change Fund custodians shall assure that their change fund and any accompanying receipts are reconciled on a daily basis.

Section 3. Change Fund Procedures. The Finance Manager will establish and implement written procedures for the appropriate and lawful administration of the Change Funds.

Section 4. Publication and Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall be effective five (5) days after its publication.

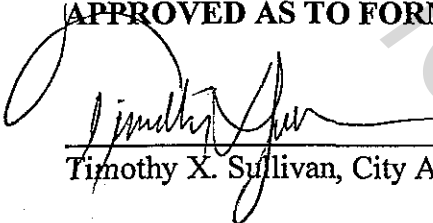
PASSED BY THE CITY COUNCIL ON DECEMBER 15, 1997


Linda Bird, Mayor

ATTEST:


Susan Matthew, City Clerk

APPROVED AS TO FORM:


Timothy X. Sullivan, City Attorney

Date of Publication: December 17, 1997
Effective Date: December 22, 1997