

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 09/03/2020	PREPARED BY: Connie Rhoads
Meeting Date Requested	PRESENTED BY: Michael J. Killian
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda	
SUBJECT / ISSUE: Authorizing increase in Petty Cash drawer in the Franklin County Clerk's office in the amount of \$100.00.	
FISCAL IMPACT: \$100.00	
BACKGROUND: Petty cash at this time is \$450.00 dollars; we are in need of an increase of \$100.00 to allow for more change to be assessable to provide better customer service.	
RECOMMENDATION: Recommend the Board of Commissioners sign the attached resolution authorizing the Franklin County Clerk to increase the Petty Cash Drawer.	
COORDINATION: Michael Killian, Tom Westerman	
ATTACHMENTS: None	
HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf) AUDITOR, CLERK	

I certify the above information is accurate and complete.

_____ Name, Title

FRANKLIN COUNTY RESOLUTION _____

BEFORE THE BOARD OF COMMISSIONERS,
FRANKLIN COUNTY, WASHINGTON

AUTHORIZING INCREASE IN PETTY CASH DRAWER IN THE FRANKLIN COUNTY CLERK'S OFFICE IN THE AMOUNT OF \$100

and

AUTHORIZING THE AUDITOR TO ISSUSE A WARRANT IN THE SUM OF \$100 AGAINST THE 2020 CURRENT EXPENSE COUNTY CLERK BUDGET 001-000-160, LINE ITEM 512.30.31.0000(OFFICE & OPERATING SUPPLIES)

WHEREAS, the Franklin County Clerk requested currency for the Clerk's Office cash register to allow change to be provided to customers; and

WHEREAS, the Clerk recommended using funds from the current expense county clerk budget to establish said change drawer increase; and

WHEREAS, the County Clerk shall assure the amount in petty cash is counted and reconciled daily; and

NOW, THEREFORE, BE IT RESOLVED the Franklin County Board of Commissioners hereby authorizes an increase to the cash drawer in the Franklin County Clerk's Office in the amount of \$100.00.

NOW, THEREFORE, BE IT RESOLVED the Auditor of Franklin County is herby authorized to issue a warrant in the sum of One hundred dollars (\$100) against the 2020 Franklin County Clerk's current expense budget 001-000-160, line item 512.30.31.0000(Office & Operating Supplies) to establish said cash drawer.

APPROVED this ____ Day of _____ 2020

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chair

Chair Pro Tem

Attest:

Clerk to the Board

Member

Originals: Franklin County Auditor

cc: Franklin County Clerk