

**ORDINANCE NO. 2010-22**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, relating to petty cash funds; and amending Section 3.10.020 of the Bainbridge Island Municipal Code.

**WHEREAS**, the Washington State Auditor's Office requires that the amounts and limits of petty cash funds be established by ordinance or resolution; and

**WHEREAS**, in 1993 the City established a petty cash fund by Ordinance No. 93-17; and,

**WHEREAS**, the establishment of petty cash funds, their amounts and the maximum limit for reimbursement need to be changed from time to time; and

**WHEREAS**, Ordinance No. 93-17 did not make adequate provisions for the need to make small expenditure reimbursements at the Police Station; now, therefore,

**THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

Section 1. Section 3.10.020 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

**3.10.020 Limits.**

The A Finance Department petty cash fund shall be established in the amount of \$300.00, and a Police Department petty cash fund shall be established in the amount of \$250.00, and ~~no~~ No reimbursement shall exceed ~~\$25.00~~ \$40.00. Personal cash advances shall not be made from the petty cash fund. In addition, a change fund in the amount of \$100.00 shall be maintained for each person who shall regularly serve as cashier and be required to make change and a separate such fund shall be maintained for those persons serving as backup cashier.

Section 2. This ordinance shall take effect and be in force five (5) days after its passage, approval and publication as provided by law.

**PASSED** by the City Council this 8<sup>th</sup> day of September, 2010.

**APPROVED** by the Mayor this 8<sup>th</sup> day of September, 2010.

  
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Bob Scales, Mayor

ATTEST/AUTHENTICATE:

Rosalind D. Lassoff  
Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:	August 12, 2010
PASSED BY THE CITY COUNCIL:	September 8, 2010
PUBLICATION DATE:	September 10, 2010
EFFECTIVE DATE:	September 15, 2010
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