



SMALL TOWN, BIG BEACH

COUNCIL AGENDA SUMMARY

DATE: June 14, 2016

ISSUE: Seeking Council authorization to amend the Purchasing Manual Chapter XVIII Petty Cash and Cash Box Policy Section A, by changing the Receptions Concessions petty cash custodian from the Parks & Facilities Manager to the Assistant Recreation & Cultural Affairs Director. The custodian will be responsible for \$3,500 which allows for (8) \$300 cash drawer tills and \$1,100 in miscellaneous expenses as they arise.

BACKGROUND: Petty Cash funds may be used to purchase small items or reimburse employees for eligible outlay of cash, not to exceed \$200 per outlay.

RECOMMENDATION: Finance Department recommends approval and authorization as presented.

PREVIOUS COUNCIL ACTION: Previously adopted Resolutions amending the petty cash and cash box policy.

BUDGET IMPLICATIONS: None

RELATED ISSUES: None

ATTACHMENTS: Proposed Resolution dated June 27, 2016

DEPARTMENT: Finance and Administrative Services

STAFF CONTACT: Cindy King, Director

Anna Fuqua, Accounting Supervisor