



SMALL TOWN, BIG BEACH

COUNCIL AGENDA SUMMARY

DATE: July 26, 2016

ISSUE: Seeking Council authorization to amend the Purchasing Manual Chapter XVIII Petty Cash and Cash Box Policy Section A, by changing the Special Events & Programs petty cash custodian from the Programs/Events Supervisor to the Events Coordinator.

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 August 22, 2016

DEPARTMENT: Finance and Administrative Services

STAFF CONTACT: Cindy King, Director

Anna Fuqua, Accounting Supervisor