

RESOLUTION 2019-018
A RESOLUTION RE-ESTABLISHING PETTY CASH FUNDS AND CHANGE FUNDS

WHEREAS, it has been determined that various departments throughout the City of Rapid City require Petty Cash Funds and Change Funds to operate the departments more efficiently; and

WHEREAS, the Cash Handling Audits I and II prepared by Compass have made the recommendation that the Finance Office create and maintain a complete and accurate list of all petty cash and change funds; and

WHEREAS, such list should properly be supported by City Council resolutions; and

NOW, THEREFORE, BE IT RESOLVED, that the following petty cash funds and change funds (CF) be hereby re-established as follows:

Airport	Petty Cash	300.00
Airport	Badging Operations Change Fund	100.00
Civic Center	Petty Cash	1,500.00
Civic Center	Concessions Change Fund	35,000.00
Civic Center	Box Office Change Fund	20,000.00
Finance	Petty Cash	500.00
Finance	Cashier's Change Fund	1,000.00
Finance	RSVP Change Fund	25.00
Fire	EMS Change Fund	500.00
Library	Petty Cash	250.00
Library	Copier Change Fund	50.00
Library	Administration Change Fund	175.00
Library	Bill Changer Change Fund	100.00
Library	Circulation Change Fund	275.00
Library	Coffee Machine Change Fund	75.00
Library	General Beadle Copier Change Fund	25.00
Parks & Rec	Swim Center Change Fund	300.00
Parks & Rec	Parkview Admission Change Fund	300.00
Parks & Rec	Parkview Concession Change Fund	175.00
Parks & Rec	Hilton Admission Change Fund	300.00
Parks & Rec	Hilton Concession Change Fund	175.00
Parks & Rec	Horace Mann Admission Change Fund	300.00
Parks & Rec	Horace Mann Concession Change Fund	175.00
Parks & Rec	Swim Center Change Fund	200.00
Parks & Rec	Swim Center Quarter Fund	200.00
Parks & Rec	Swim Center Quarter Machine	200.00
Parks & Rec	Ice Arena Change Fund	400.00
Parks & Rec	Ice Arena Change Machine	300.00
Parks & Rec	Meadowbrook Pro Shop Change Fund	750.00
Parks & Rec	Executive Change Fund	550.00

Parks & Rec	Cemetery Change Fund	50.00
Parks & Rec	Administration Change Fund	300.00
Police	Administrative Petty Cash	250.00
Police	Investigative Petty Cash	150.00
Police	Evidence Change Fund	100.00
Police	Records Change Fund	200.00
Police	Fingerprinting Change Fund	100.00
Public Works	Solid Waste Disposal Change Fund	500.00
Public Works	Transit Change Fund	100.00
Public Works	Transit Change Machine	100.00
		66,050.00

Dated this ____ day of March 2019.

CITY OF RAPID

Steve Allender, Mayor

ATTEST:

Pauline Sumption, Finance Officer
(SEAL)