CITY OF BUCKLEY, WASHINGTON

ORDINANCE NO. 04-15

AN ORDINANCE OF THE CITY OF BUCKLEY, WASHINGTON, REPEALING AND REPLACING CHAPTER 3.52 ENTITLED REVOLVING FUND WITH A NEW CHAPTER ENTITLED PETTY CASH FUND; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City's current policy related to petty cash was established by the City Council through adoption of Ordinance #836 in 1972 and codified as BMC 3.52; and

WHEREAS, BMC 3.52 entitled "Revolving Fund" is limited in scope and only refers to the cash drawer at City Hall; and

WHEREAS, the City has historically maintained limited amounts of "petty cash" at City Hall, the Multi-Purpose Center, Police Department, Municipal Court and Fire Department in order to make change for the payment of various charges; and

WHEREAS, due to the conflict between adopted policy and current practice BMC 3.52 should be undated to correspond to City operations; and

WHEREAS, the City Police Department occasionally conducts limited drug buys as part of ongoing investigations and enforcement of State statutes and City ordinances relating to controlled substances. Funds used to perform these buys come from a small quantity of cash that the Police Chief keeps on hand to make such purchases and normally does not exceed two hundred dollars; and

WHEREAS, during a recent State audit of the City's financial statements and internal controls, the State auditor and City staff discovered that the City had no written policy and/or adopted code governing the funds used for these drug buy purposes; and

WHEREAS, in order to implement internal controls over these funds language should be adopted governing their use; and

WHEREAS, in order to update code sections related to the City's use of petty cash to reflect current practice and put in place internal controls over funds used to complete drug buys for enforcement purposes the City Council concurs with staff's recommendation and desires to replace BMC 3.52 with a new Chapter entitled "Petty Cash";

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BUCKLEY, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Chapter 3.52 of the Buckley Municipal Code entitled "Revolving Fund" is hereby repealed in its entirety and replaced with a new Chapter 3.52 entitled "Petty Cash Fund" to read as follows:

3.52.010 Established.

There is hereby created and established a change and imprest fund within the general fund (Fund Number 001) to be designated as the "petty cash fund." The city finance director shall be the custodian of the petty cash fund. Three hundred fifty dollars is authorized for the petty cash fund. Expenditures from the fund may be made by the petty cash fund custodian for the purposes approved and authorized by the city council. All such expenditures shall be reimbursed in the like amount to the fund. The finance director is authorized to adopt policies and procedures for the implementation of this chapter and the auditing of the fund.

3.52.020 Distribution.

The petty cash fund shall be distributed as follows:

1) One hundred dollars to the City Hall cash drawers as a change fund.
2) Fifty dollars to the Utility Billing Department as a change fund for the Utility/Building/Planning Department.
3) One hundred dollars to the Police Department cash drawers as a change fund.
4) Fifty dollars to the Municipal Court as a change fund.

5) Fifty dollars to the Fire Department as a change fund

Personal cash advances shall not be made from the petty cash fund.

3.52.030 Police drug buy fund.

In addition to the amounts shown and described in BMC 3.52.020, there shall be maintained a police drug buy fund in an amount not to exceed $2,000 under the control of the chief of police. The chief of police, or his designee, may authorize disbursements and expenditures from the drug buy fund solely for purposes of enforcing state statutes and city ordinances relating to controlled substances. The chief of police, or his designee, shall keep the following records with respect to all such disbursements and expenditures:

1) The names and addresses of all persons to whom funds are disbursed;
2) A description of the use of such funds;
3) An accounting for all funds which are disbursed but not used.

3.52.040 Petty cash accounts to be replenished at least monthly.

1) At least once a month, or more frequently if disbursements warrant, petty cash accounts shall be replenished. Replenishment shall be by voucher with appropriate receipts attached. Receipts shall be perforated or canceled by some appropriate means to prevent reuse. At the time of replenishment, the custodian shall assure that the balance remaining in petty cash, together with the amount of the replenishment voucher, equals the amount authorized for the petty cash account.
2) All petty cash accounts shall be replenished immediately prior to the end of each fiscal year.

3.52.050 Administration in accordance with BARS manual.

All petty cash accounts shall be administered in accordance with the requirements of the State BARS manual, and in the event of any conflict between the provisions of this chapter and the BARS manual, as it now exists or may hereafter be amended, the BARS manual shall control.

3.52.060 Funds not for personal advances.

The petty cash and change revolving funds created pursuant to this chapter shall not be used for personal use or personal cash advances secured by check or other IOU's and any use of such funds for other than expenditures incurred in connection with the official business of the city shall be considered a misappropriation of public funds.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. Effective date. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the city, and shall take effect and be in full force five (5) days after publication.

APPROVED by the Buckley City Council this 27th day of January, 2015.

Pat Johnson

MAYOR, PAT JOHNSON

ATTEST/AUTHENTICATED:

Joanne Starr

CITY CLERK, JOANNE STARR

APPROVED AS TO FORM

OFFICE OF THE CITY ATTORNEY:

BY _____

FILED WITH THE CITY CLERK: 1/27/2015

PASSED BY THE CITY COUNCIL: 1/27/2015

PUBLISHED: 2/4/2015

EFFECTIVE DATE: 2/9/2015

ORDINANCE NO. 04-15