

Resolution No. 15-0105

**A RESOLUTION AUTHORIZING THE ACCOUNTING CLERK –
TREASURER TO OVERSEE, RECONCILE AND MAINTAIN THE CITY
HALL PETTY CASH FUND AND ACT AS CUSTODIAN OF SAID FUND**

WHEREAS, Section 7.03(3) of the City of Windsor Heights Code of Ordinances authorizes a Petty Cash Fund and procedures governing such fund; and

WHEREAS, Section 7.03(3) of the City of Windsor Heights Code of Ordinances identifies the “Finance Director” as the custodian of the City’s Petty Cash Fund; and

WHEREAS, the City does not currently employ a Finance Director, yet continues to maintain a Petty Cash Fund for valid business purposes as outlined in City Code.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Windsor Heights State of Iowa, that the Accounting Clerk / Treasurer is hereby authorized to be the Custodian of the Petty Cash Fund.

BE IT FURTHER RESOLVED, that the Petty Cash Fund shall be maintained on an imprest basis with a \$150.00 balance.

BE IT FURTHER RESOLVED, that the balance of the new City Hall cash drawer will be maintained at \$150.00 as well.

Passed and Approved this 5th day of January, 2015

Diana Willits, Mayor

Attest: _____
Brett Klein, City Administrator