

**COLVILLE CITY COUNCIL AGENDA ITEM
BRIEFING SHEET**

Meeting Date: December 11, 2018

Contact: Vickie L. Strong, City Treasurer

Topic or Problem Statement:

During the 2017 audit, the State Auditor's recommended the Treasurer's office provide three separate change funds that would be assigned to each individual staff person. Currently we have just one cash drawer that is used by all three staff in the Treasurer's office.

Type of Briefing:

Information Only Discussion Only Decision Needed

Background of Situation:

For many years the Treasurer's office has only had one change fund for the receipting counter. The amount of that change fund is \$200.00 with \$100.00 as the actual drawer change fund and an additional \$100.00 kept in a locked box for making change if needed, which does happen periodically throughout the year. During the 2017 audit, the Auditor's suggested each staff person in the Treasurer's office have their own secure change fund. We are also required to log in and out of the counter computer when we are done posting receipts. This will be more cumbersome than what we are used to, but it was a strong recommendation and could result in an exit item, or further, a management letter, if the change funds are not created and utilized. I will be purchasing a second cash tray for the Deputy Treasurer and putting a lock on one of the drawers at the counter. I have ordered a locking bank bag to use since I am not out at the front counter receipting very often. This will also change the way we balance each day. It will take a little longer if we all have to count our cash drawers on a daily basis.

Goals and Objectives: i.e., CFP, Comprehensive Plan, Safety, etc.

Council Goals: Colville effectively delivers services; Colville City encourages transparency and communication with its residents.

Treasurer's Goals: To record and report all financial transactions in compliance with statutory and regulatory requirements.

Evaluate Alternatives or Options/Consequences of Inaction:

If this procedure is not set in place it could result in an exit item, or further, a management letter from the State Auditor.

Funding Needed and Recommended Source (BARS #):

\$200.00 – 401.000.000.589.90.00.01 – Water/Sewer - Petty Cash Fund

Attachments:

Resolution 02-99

Recommended Action with Justification:

Approve the Resolution as presented.

RESOLUTION NO. _____

A RESOLUTION AMENDING RESOLUTION NO. 02-99 AND ESTABLISHING TWO ADDITIONAL CHANGE FUNDS FOR THE TREASURER'S OFFICE.

WHEREAS, the City Council deems it necessary to maintain separate a change funds for each staff person in the Treasurer's Department per recommendation from the State Auditor's Office for the purpose of facilitating making change for monies received in the Treasurer's Office and provide better internal controls; and

WHEREAS, staff has changed. There is a need to designate a custodian of said fund as well as designate an additional custodian for the Deputy Treasurer's change fund;

WHEREAS, two additional change funds will now be established to bring the total change fund amount to \$400.00, which will include two (2) \$100.00 change funds and the original \$200.00 change fund.

NOW, THEREFORE, the City Council of the City of Colville, Washington, does hereby resolve as follows:

1. The City Treasurer's Office will maintain a two hundred-dollar (\$200) change fund in addition to two new change funds in the amount of one hundred-dollar (\$100) each per the recommendation from the State Auditor's office during the 2017 annual audit.
2. The custodian will be the Deputy Treasurer +with the City Treasurer as the alternate for one of the \$100 change funds and the original \$200 change fund. The custodian for the Deputy Treasurer's \$100 change fund will be the City Treasurer with the Office Assistant as the alternate.

This resolution shall take effect and be in force from the date of its passage.

Passed and adopted by the City Council of the City of Colville, Washington the ____ day of _____, 2018.

Mayor Louis F. Janke

Attest: _____
Holly Pannell, MMC, PFO, City Clerk/Human Resources Manager

Approved as to form:

City Attorneys McGrane & Schuerman

RESOLUTION NO. 02-99

**A RESOLUTION ESTABLISHING CUSTODIANSHIP OF THE
TREASURER'S OFFICE CHANGE FUND**

WHEREAS, the City Council deems it necessary to maintain a change fund for the purpose of facilitating making change for monies received in the Treasurer's Office; and

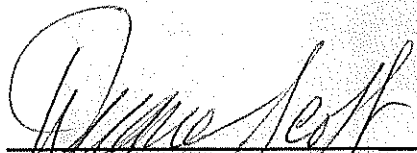
WHEREAS, staff has changed. There is a need to designate a custodian of said fund;

NOW, THEREFORE, BE IT RESOLVED by the City Council if the City of Colville, Washington, as follows:

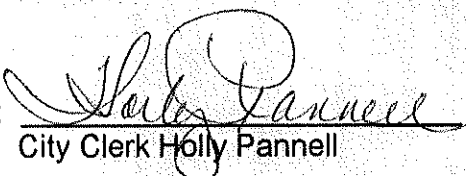
1. The City Treasurer's Office will maintain a two hundred dollar (\$200) change fund.
2. The custodian will be the Deputy Treasurer I with the City Treasurer as the alternate.

This Resolution shall be effective upon passage.

Passed and adopted the 9th day of March, 1999.



MAYOR DUANE SCOTT

Attest: 

City Clerk Holly Pannell