

RESOLUTION ESTABLISHING A PETTY CASH ACCOUNT

WHEREAS, the Town Board of the Unincorporated Town of Round Mountain, County of Nye, State of Nevada, at a regular meeting held on the 10th day of July, 1990 at seven o'clock (7:00) p.m. determined that the Town's best interest requires a petty cash account for Round Mountain Administration and the following findings of fact determine this:

- a. The photocopy fund will no longer be available to Administration; and
- b. Administration requires cash for small purchases, UPS charges, vehicle registration fees, miscellaneous reimbursements and small purchases requiring cash payment.

WHEREAS, NRS 354.609 allows a governing body of a local government to establish such an account by resolution.

Now, therefore, it is hereby RESOLVED that the Town Board of the unincorporated Town of Round Mountain proposes to establish a petty cash account in the amount of \$200.00 for Round Mountain Administration for the purposes of small local purchases, UPS charges, and miscellaneous reimbursements.

Any person receiving money from petty cash must sign a "Received of Petty Cash" slip and issue a receipt for goods or an invoice for merchandise. At the end of every month, the Deputy Town Clerk must complete a petty cash recap and submit it to the Town Manager for his review. A claim voucher will then be submitted to the Nye County Auditor's Office with all necessary documentation to restore the petty cash balance of \$200.00.

It is further RESOLVED that the Deputy Town Clerk is hereby authorized and directed to take all action necessary to effectuate the provision of this resolution.

PASSED and ADOPTED this 10th day of July, 1990 by the Governing Body consisting of five members:

*Kathryn Z. Smith*  
Town Board Chairman

Ayes	<u>3</u>
Noes	<u>0</u>
Proxy	<u>0</u>
Absent	<u>2</u>

ATTEST:

*[Signature]*  
Town Clerk

BY:

*Cris Schmeberg*  
Town Manager