

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 22nd day of December, 1998, at seven o'clock (7:00) p.m., determined the public interest requires a petty cash account for the Recreation Department, and the following findings of fact determine this:

- a. The Recreation Department operates a Teen Center, located in the Donald L. Simpson Community Center, which contains coin operated vending machines and arcade games; and
- b. The operation of the Teen Center arcade games and vending machines requires cash on hand to make change; and
- c. Occasionally, the Recreation Department requires cash for small purchases and miscellaneous reimbursements; and
- d. A recommendation, to establish a petty cash account for the Recreation Department, was made in the June 30, 1998 fiscal year audit; and

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

NOW THEREFORE, it is hereby resolved that the Town Board of the Unincorporated Town of Round Mountain proposed to establish a petty cash account in the amount of \$200.00 for the Round Mountain Recreation Department for the purpose of making change and making small purchases and miscellaneous reimbursements.

The Recreation Director is to be held responsible for this account. 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 Recreation Director must complete a petty cash recap and submit it to the Administrative Supervisor for her 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 Administrative Supervisor is hereby authorized and directed to take all action necessary to effectuate the provisions of this resolution.

DATED this 22nd day of December, 1998.

VOTE: Ayes: Jorie Eastley, Marianne Firebaugh, L.C. Hansen
 Nays: None
 Absent: Stephen Summerbell, Johnny Archuleta
 Abstentions: None

EFFECTIVE this 22nd day of December, 1998.

ROUND MOUNTAIN TOWN BOARD

By: L.C. Hansen
Chairman

ATTEST:

Marianne F. Firebaugh
Town Clerk