

RESOLUTION ESTABLISHING A PETTY CASH ACCOUNT

WHEREAS, the Town Board of the Town of Round Mountain, County of Nye, State of Nevada, at a regular meeting held on the 24th day of October, 2023 at 5:30 p.m. determined that public interest requires a petty cash account for the Knights Klub Arcade, located in the Donald L. Simpson Community Center and the following findings of fact determine this:

1. That the Town of Round Mountain currently operates the Knights Klub Arcade which is funded by tax dollars; and
2. Occasionally, the Arcade requires the purchase of special materials; and
3. The Knights Klub Arcade requires patrons to pay for use of the facility as well as food items which may require patrons to pay a nominal fee which requires cash on hand to make change; and
4. The Knights Klub Arcade requires cash for small local purchases, materials where purchase orders are not accepted and miscellaneous reimbursements.

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 Round Mountain Town Board proposes to establish a petty cash account in the amount of \$200 for the purposes of small local purchases, materials where purchase orders are not accepted and small 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 week, the Recreation Director must complete a petty cash recap and submit it to the Administrative Supervisor. A claim voucher will then be submitted to Nye County with all necessary documentation to restore the petty cash balance of \$200.

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.

PASSED and ADOPTED this 24th day of October, 2023 by the Governing Body consisting of five members:

absent

Nicole Silberschlag, Chair

Sara Sweeney

Sara Sweeney, Vice Chair

Richardson

Vicky Richardson, Clerk

Chris Phillips

Chris Phillips, Member

absent

Janet Jorgensen, Member

Ayes	<u>3</u>
Nayes	<u>0</u>
Absent	<u>2</u>
Abstain	<u>0</u>