

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 9th day of June, 1992 at seven o'clock (7:00) p.m. determined that public interest requires a petty cash account for the Round Mountain Public Library and the following findings of fact determine this:

- a. That the Town of Round Mountain currently operates a Public Library which is funded by tax dollars; and
- b. Occasionally, the Library requires the purchase of special materials; and
- c. The Round Mountain Public Library requires patrons to pay late or lost book fines, fees for fax machine services, proceeds from book sales, and other Library programs may require participants to pay a nominal fee which requires cash on hand to make change.
- d. The Round Mountain Public Library 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 Town Board of the Unincorporated Town of Round Mountain proposes to establish a petty cash account in the amount of \$200.00 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 month, the Librarian must complete a petty cash recap and submit it to the Administrative Supervisor. 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.

PASSED and ADOPTED this 9th day of June, 1992 by the Governing Body consisting of five members:

Ayes	<u> 2 </u>
Noes	<u> 0 </u>
Absent	<u> 2 </u>
Abstain	<u> 0 </u>

Joni Eastley
Town Board Chairperson

Bruce A. Anderson
Member

ATTEST:

Kathy L. Quick
Town Clerk

Member

BY: Chris Schumaker
Town Manager

Member