

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 11th day of December, 1990 at seven o'clock (7:00) p.m. determined the public interest requires a petty cash account for the Round Mountain Recreation Department and the following findings of fact determine this:

- a. The Town of Round Mountain currently operates a Recreation Program which is funded entirely by tax dollars; and
- b. Some recreational events require the purchase of special materials; and
- c. Some recreational events require participants to pay a nominal fee; and
- d. The Recreation Department will be able to offer more recreational events utilizing the participant's fees to purchase materials for these events.

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 form of a checking account in the amount of \$200.00 for the Round Mountain Recreation Department for the purpose of funding special recreational events. Revenues deposited into this account will be derived from fees collected for special recreational events. The checkings account is to be established at the Tonopah branch of First Interstate Bank.

The checks drawn on First Interstate Bank will require two authorized signatures with the three following Town employees being authorized to sign: Darren Uhl, Recreation Director; Louis J. Schmerber, Town Manager; and Sharyl Taliaferro, Administrative Supervisor. Upon resignation or termination of any authorized employee, the Town Clerk is instructed to immediately discontinue the authorization by notifying First Interstate Bank.

The Recreation Director is to be held responsible for this account. He must maintain accurate records including, but not limited to, invoices, receipts, deposits, and account balance. On the last working day of every month, a petty cash recap must be submitted to the Administrative Supervisor who will conduct an audit. Every three months, the Administrative Supervisor will submit all records to the Nye County Auditor's Office and the balance of this account will be brought back to the original \$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 11th day of December, 1990 by the Governing Body consisting of five members:

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

*Tom H. Eastley*  
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 Town Board Chairman

ATTEST:

*[Signature]*  
 \_\_\_\_\_  
 Town Clerk

BY:

*[Signature]*  
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 Town Manager