

RESOLUTION NO. 293

**A RESOLUTION ESTABLISHING A PETTY CASH FUND
FOR THE CITY OF COLUMBUS, KANSAS**

WHEREAS, K. S. A. 12-171 provides for establishment of petty cash funds; and

WHEREAS, the City of Columbus, Kansas, desires to establish a petty cash fund for the Columbus, Kansas.

NOW THEREFORE BE IT RESOLVED by the Governing Body of the City of Columbus, Kansas, that a petty cash fund in the amount of \$250.00 is established for the use of the city clerk's office for the purpose of paying miscellaneous and other expenses of the City of Columbus, Kansas.

BE IT FURTHER RESOLVED, that the petty cash fund shall be deposited in the regular depository bank of the city and paid out on the order of the city clerk by check which shall state clearly the purpose for which issued.

BE IT FURTHER RESOLVED, that whenever the petty cash fund becomes low or depleted, the city clerk shall prepare vouchers covering expenses as have been paid from the petty cash fund and shall submit such vouchers together with the paid checks to the governing body for review and allowance of the amounts from the regular funds. Checks issued therefor shall be payable to the petty cash fund and shall be deposited therein to restore said petty cash fund to its original amount.

BE IT FURTHER RESOLVED, that the City Clerk of the City of Columbus, Kansas is hereby designated to receive such funds and the City Clerk shall keep a record of all receipts and expenditures from the fund, and shall, from time to time, and at the end of each city fiscal year, prepare a statement for the governing body showing all receipts, expenditures, and the balance in such petty cash fund.

BE IT FURTHER RESOLVED, that no part of the petty cash fund may be loaned or advanced against the salary of any employee of the City.

Passed by the Governing Body of the City of Columbus, Kansas this ___ day of September, 2002.


W.E. SCHAIFF, MAYOR

ATTEST:


CITY CLERK

(SEAL)