



# COUNTY OF HUMBOLDT

For the meeting of: 6/25/2019

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File #: 19-808

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**To:** Board of Supervisors

**From:** Clerk/Recorder

**Agenda Section:** Consent

**SUBJECT:**

Resolution Establishing a Revolving Petty Cash Fund for the Elections Department

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Adopt Resolution No. \_\_\_\_\_ establishing a revolving fund for use by the Elections Department pursuant to Government Code 29320, et seq.; and
2. Direct the Clerk of the Board to transmit a copy of the Resolution to the Auditor-Controller and Treasurer pursuant to Government Code 29322.

**SOURCE OF FUNDING:**

General Fund 1100-140

**DISCUSSION:**

The Elections Department sells copies of candidate financial reporting documents, precinct lists and a variety of other documents. The fee for many of the copies sold is \$.10 per page which is set forth in Election Code. Customers frequently pay for copies with cash, and there is a need to make change.

In order to strengthen our accounting procedures and provide appropriate financial service to customers, we respectfully request the establishment of a new revolving petty cash fund in the amount of \$200.00 for the Election Department.

**FINANCIAL IMPACT:**

Funds will be utilized from the Elections budget unit 1100-140 to increase the county General Fund Petty Cash balance by \$200.00.

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework by providing community-appropriate levels of service .

**OTHER AGENCY INVOLVEMENT:**

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None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may elect not to adopt the resolution, but this is not recommended.

ATTACHMENTS:

Resolution No. \_\_\_\_\_.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A