



# COUNTY OF HUMBOLDT

## Legislation Details (With Text)

**File #:** 19-808      **Version:** 1      **Name:**  
**Type:** Resolution      **Status:** Passed  
**File created:** 5/24/2019      **In control:** Clerk/Recorder  
**On agenda:** 6/25/2019      **Final action:** 6/25/2019  
**Title:** Resolution Establishing a Revolving Petty Cash Fund for the Elections Department  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Staff Report, 2. E Petty Cash Resolution.pdf, 3. Resolution 19-58

| Date      | Ver. | Action By            | Action   | Result |
|-----------|------|----------------------|----------|--------|
| 6/25/2019 | 1    | Board of Supervisors | approved | Pass   |

**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:

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