

## Ordinance No. 440

**AN ORDINANCE OF THE CITY OF WOODINVILLE, AMENDING CHAPTER 3.24 WMC; EXPANDING AND INTERNALLY SEGREGATING THE PETTY CASH FUND; AUTHORIZING ADDITIONAL FUNDS FOR CARRYING OUT THE IDENTIFIED PURPOSES OF SAID FUND; AUTHORIZING THE PROMULGATION OF ADMINISTRATIVE RULES THEREFORE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

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**WHEREAS**, the City of Woodinville established a petty cash (imprest) fund by the adoption of Ordinance No. 57, and said fund is currently codified at Chapter 3.24 WMC, and

**WHEREAS**, increases or decreases to the imprest fund must be adopted by the City Council, and

**WHEREAS**, the City Council desires to increase the permissible amount of said fund, and to internally segregate its contents to include separate cash accounts for both petty cash and advance travel payments, and

**WHEREAS**, the initiation of additional cashiering locations requires that additional amounts of cash be made available for making change, and

**WHEREAS**, authorizing the Finance Director to promulgate administrative rules regarding the petty cash fund will facilitate the orderly and efficient administration thereof;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**Section 1.** Section 3.24.010 of the Woodinville Municipal Code is hereby amended to provide in its entirety as follows:

**3.24.010 Established.** The director of finance is authorized to establish a petty cash fund not to exceed three thousand dollars, composed of two categories of cash, as follows:

(1) Petty cash – such amount as the director of finance determines necessary for the making of minor authorized disbursements and the making of change, but not to exceed one thousand dollars; and

(2) Advanced travel – such amount as the director of finance determines necessary for the making of minor

authorized disbursements, but not to exceed two thousand dollars.

**Section 2.** Section 3.24.020 of the Woodinville Municipal Code is hereby amended to provide in its entirety as follows:

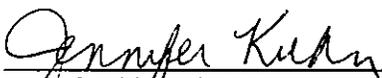
**3.24.020 Promulgation of administrative regulations; conformance with State Auditor's Office requirements.** The director of finance is hereby authorized and directed to establish written regulations for the operation of the petty cash fund in order to ensure the efficient administration thereof, including but not limited to provisions governing the appropriate replenishment of said fund as reasonably necessitated from time to time. Such regulations shall conform to the petty cash requirements and advance travel requirements of the State Auditor's Office as set forth in BAR System manual and applicable sections of the Revised Code of Washington.

**Section 3. Severability.** Should any section, paragraph, sentence, clause, or phrase of this Ordinance be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

**Section 4. Effective Date.** The adoption of this Ordinance, which is a power specifically delegated to the City legislative body, is not subject to referendum. This Ordinance or a summary thereof shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

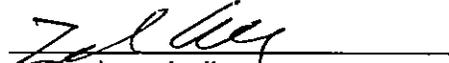
  
Cathy VonWald, Mayor

ATTEST/AUTHENTICATED:

  
Jennifer Kuhn/CMC  
City Clerk

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY

A handwritten signature in black ink, appearing to read "J. Zachary Lell", is written over a horizontal line.

J. Zachary Lell  
City Attorney

PASSED BY THE CITY COUNCIL: 02-12-2007

PUBLISHED: 02-19-2007

EFFECTIVE DATE: 02-24-2007

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