RESOLUTION - ACTION REQUESTED 2020-662

MEETING: November 10, 2020

TO: The Board of Supervisors

FROM: Sarah Williams, Planning Director

RE: Request Petty Cash

RECOMMENDATION AND JUSTIFICATION:
Request for Petty Cash for Planning Department Office Technician's Petty Cash Drawer in the amount of $50.00.

The Planning Department routinely takes in applications for processing and a small amount of petty cash is needed in order to make change or to reimburse staff for small expenses.

This request is made so that the Office Technician can have a separate locking cash drawer that will be their responsibility to maintain.

Currently a Planning Technician and the Executive Assistant have their own locking cash drawers, each with $50.00. If this request is granted, the Planning Department will have three staff members with locking cash drawers with $50.00 per drawer ($150.00 total for the department).

Cash drawers are reconciled on a regular basis and reimbursement requests are typically submitted on a quarterly or semi annual basis as needed.

Having a third staff member with access to a small amount of petty cash is helpful to ensure prompt service at the front counter, especially if the other two staff members are not available.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
Staff was unable to find a prior Board of Supervisors' action to refer to on this matter, however the Auditor's office instructed staff to seek Board approval for this request.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Not approving the $50.00 for the Office Technician petty cash drawer will mean that staff member would not be able to make change or provide small expense reimbursements for staff.
FINANCIAL IMPACT:
$50 will be taken out of the County Treasury to fund this request and be kept in a drawer at the Planning Department. The Planning Department Petty Cash General Ledger line will be increased by $50 to account for this action.

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Marshall Long, District III Supervisor
SECONDER: Rosemarie Smallcombe, District I Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey