

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Adiel McKnight, Deputy Clerk of the Board

DATE: February 10, 2025

SUBJECT: RESOLUTION NO. ____ re: Re-establishing Jefferson County Cash Drawer, Petty Cash Account and Revolving Fund Amounts in Various County Departments

STATEMENT OF ISSUE:

A Resolution re-establishing Jefferson County Cash Drawer, Petty Cash Account and Revolving Fund Amounts in Various County Departments has to be approved every year. The amounts and custodians are updated accordingly.

FISCAL IMPACT:

Petty Cash Amounts are Listed in Attached Resolution.

RECOMMENDATION:

Approve Resolution re: Re-Establishing Jefferson County Cash Drawer, Petty Cash Account and Revolving Fund Amounts in Various County Departments

REVIEWED BY:


Mark McCauley, County Administrator

2/15/25
Date

STATE OF WASHINGTON
County of Jefferson

**In the Matter of Re-establishing
Jefferson County Cash Drawer, Petty Cash
Account and Revolving Fund Amounts in
Various County Departments**

RESOLUTION NO.

WHEREAS, the Jefferson County Auditor deems it necessary to review the cash drawer amounts, petty cash accounts and revolving funds, in all of the various County Departments at the beginning of each year to confirm the correctness of said accounts and/or to make necessary adjustments; and,

WHEREAS, the amounts of the said drawers and accounts need to be entered in the General Ledger of Jefferson County as part of the cash; and,

WHEREAS, all cash drawers, petty cash accounts, and revolving funds have been audited and properly adjusted in coordination with the County Treasurer and Auditor staff.

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, WASHINGTON, HEREBY RESOLVE AS FOLLOWS: the Board of Jefferson County Commissioners declares all previous resolutions dated prior to January 1, 2025, pertaining to petty cash, cash drawers, and revolving funds, and their amounts are null and void; and, that the petty cash, cash drawers, and revolving fund accounts, be and are hereby re-established and ordered to be entered in the General Ledger of Jefferson County as follows:

Department/Fund	Custodian(s)	Cash Drawer(s)	Petty Cash	Revolving Checking	TOTAL
GENERAL FUND					
Assessor	Sherrie Shold, Wendy Vanwinkle	20.00	400.00		420.00
Auditor	Jessie Graves, Tessa Rasmussen, Kayla Ward, Christa Anderson, Scarlett McBride, Nicola Simmons	950.00			950.00
Clerk	Lori Bailey, Patty Minish, Stacey Souza	150.00			150.00
Commissioners	Adiel McKnight		25.00		25.00
District Court	Leanne Dotson, Brian Gleason, Mechelle Nisbet, Andrew Stern, Ann Kolbe, Amanda Watkins	250.00	600.00		850.00
Juvenile Services	Sasha Coker		50.00		50.00
Sheriff	Jamie Aumock			2,500.00	2,500.00
Superior Court	Maite Hollenbeck		50.00		50.00
Treasurer	Michelle Parque,	1,000.00			1,000.00
Advance Travel	Barb Ferguson/Katie Nole			10,000.00	10,000.00
GENERAL FUND TOTAL		2,370.00	1,125.00	12,500.00	15,995.00

Resolution re: Re-establishing Cash Drawer, Petty Cash & Revolving Funds for 2025

Department/Fund	Custodian(s)	Cash Drawer(s)	Petty Cash	Revolving Checking	TOTAL
SPECIAL REVENUE FUNDS					
Public Health	Jean Laskey, Kelly VonVolkli, Karen Robinson, Debbie Fountain	215.00		800.00	1,015.00
Community Development	Andrea Kesgard	200.00			200.00
Veterans' Relief	Carolyn Gallaway			6,500.00	6,500.00
Parks & Recreation	Chris Macklin	100.00			100.00
County Roads	Chelsea Kilmer, Christine Spall	100.00		400.00	500.00
SPECIAL REVENUE FUNDS TOTAL		615.00		7,700.00	8,315.00
ENTERPRISE FUNDS					
Solid Waste	Justin Miskell	3,350.00			3,350.00
ENTERPRISE FUNDS TOTAL		3,350.00	0.00	0.00	3,350.00

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, WASHINGTON, HEREBY FURTHER RESOLVE AS FOLLOWS:

Section 1. Whereas Clauses are Findings of Fact. The Jefferson County Board of Commissioners hereby adopts the above "Whereas" clauses as Findings of Fact.

Section 2. Purpose. The purpose of this resolution is to affirm the correctness of said accounts.

Section 7. Severability. If any section, subsection, sentence, clause, phrase or section of this Resolution or its application to any person or circumstance is held invalid, the remainder of this Resolution or its application to other persons or circumstances shall be fully valid and shall not be affected.

Section 8. SEPA Categorical Exemption. This Resolution is categorically exempt from the State Environmental Policy Act under WAC [197-11-800 \(19\)](#).

Section 9. Effective Date. This Resolution shall take effect and be in full force immediately upon passage by the Board of [County Commissioners].

(SIGNATURES FOLLOW ON THE NEXT PAGE)

ADOPTED and APPROVED this _____ day of _____, 2025.

SEAL:

JEFFERSON COUNTY BOARD OF
COUNTY COMMISSIONERS

Heidi Eisenhour, Chair

Greg Brotherton, Member

Heather Dudley-Nollette, Member

ATTEST:

Carolyn Gallaway, CMC Date
Clerk of the Board