

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Adiel McKnight, Executive Assistant

DATE: February 5, 2024

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

1/30/24
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 reviewed and corrections made.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Jefferson County Commissioners declares all previous resolutions dated prior to December 31, 2023, pertaining to petty cash, cash drawers, and revolving funds, and their amounts are null and void; and,

BE IT FINALLY RESOLVED, 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	Jami Trafton, Sherrie Shold	20.00	400.00		420.00
Auditor	Quinn Grewell, Sandi Eldridge, Jessie Graves, Tessa Rasmussen, Kayla Ward, Lisa Freiss, Scarlett McBride	950.00			950.00
Clerk	Lori Bailey, Siri Johnson, Amanda Hamilton	150.00			150.00
Commissioners	Adiel McKnight		25.00		25.00
District Court	Leanne Dotson, Brian Gleason, Mechelle Nisbet, Dodie McBride, Sherry Bulliman, Andy Steren	250.00	600.00		850.00
Juvenile Services	Shannon Burns, Sasha Coker		50.00		50.00
Sheriff	Kari Binns		200.00	2,500.00	2,700.00
Superior Court	Sophie Nordstrom		50.00		50.00
Treasurer	Michelle Parque, Barb Ferguson	1,000.00			1,000.00
Advance Travel	Katie Nole			10,000.00	10,000.00
GENERAL FUND TOTAL		2,370.00	1,225.00	12,500.00	16,095.00

SPECIAL REVENUE FUNDS					
Hotel/Motel (LTAC Promo)	Carolyn Gallaway			4,500.00	4,500.00
Public Health	Debbie Fountain, Jenn Mitchell	280.00		800.00	1,080.00
Community Development	Chelsea Pronovost	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		680.00		12,200.00	12,880.00

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

APPROVED AND ADOPTED this 5th day of February, 2024.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Kate Dean, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhour, Member