

RESOLUTION

NO: 2018-02-033

LIVINGSTON COUNTY

DATE: February 20, 2018

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**RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY TREASURER TO INCREASE THE IMPREST CASH ACCOUNT FOR THE LIVINGSTON COUNTY BUILDING DEPARTMENT**

**WHEREAS,** the Livingston County Building Department takes in payments for various permits, inspections and other fees for service; and

**WHEREAS,** the Livingston County Building Department is currently authorized to have \$200 for drawer startup cash; and

**WHEREAS,** the Building Department would like to implement the best practice of assigning one cash drawer to each individual cashier as opposed to multiple cashiers using one drawer; and

**WHEREAS,** an increase in “startup” cash will be necessary to provide each drawer/cashier the ability to make change for transactions; and

**WHEREAS,** this additional cash will be used only for making change and will not be used for any “petty cash” purchases;

**WHEREAS,** the Building Department has indicated an additional \$1,000 for startup cash would be adequate;

**THEREFORE LET IT BE RESOLVED** that the Livingston County Treasurer shall be authorized to increase the total Imprest Cash for the Livingston County Building Department from \$200.00 to \$1200.00, with the additional \$1000.00 to be used solely for the Building Department to make change for transactions. office.

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MOVED: Commissioner Childs  
SECONDED: Commissioner Griffith  
CARRIED: 9-0-0