

RESOLUTION

NO: 2018-02-031

LIVINGSTON COUNTY

DATE: February 20, 2018

RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY TREASURER TO INCREASE THE IMPREST CASH ACCOUNT FOR THE LIVINGSTON COUNTY DRAIN COMMISSIONER'S OFFICE

WHEREAS, the Livingston County Drain Commissioner's Office takes in payments for various permits, special assessments and other fees for service; and

WHEREAS, the Livingston County Drain Commissioner's Office is currently authorized to have \$300 for drawer startup cash and \$400.00 for petty cash (a total of \$700.00); and

WHEREAS, the Drain Commissioner 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; and

WHEREAS, the Drain Commissioner's Office has indicated an additional \$150.00 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 Drain Commissioner's Office from \$700.00 to \$850.00, with the additional \$150.00 to be used solely for the Drain Commissioner's Office to make change for transactions.

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