

RESOLUTION

NO: 2018-02-032

LIVINGSTON COUNTY

DATE: February 20, 2018

---

---

**RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY TREASURER TO INCREASE THE IMPREST CASH ACCOUNT FOR THE LIVINGSTON COUNTY CLERK'S DOWNTOWN OFFICE**

**WHEREAS,** the Livingston County Clerk's Office takes in payments for concealed pistol licenses, vital records, assumed names, and other services; and

**WHEREAS,** the Livingston County Clerk's Office is currently authorized to have \$100.00 for startup cash and \$50.00 for petty cash (a total of \$150.00); and

**WHEREAS,** an increase in the number of transactions has created a need for an increase in available cash to use for making 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 Livingston County Clerk has indicated that another \$200.00 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 Clerk's Office (downtown), from \$150.00 to \$350.00, with the additional \$200.00 to be used solely for the Clerk to make change for her office.

# # #

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