

ORDINANCE NO. 1221

CITY OF LACEY

AN ORDINANCE INCREASING THE LIMIT OF THE CITY'S ADVANCE TRAVEL EXPENSE REVOLVING FUND, REGISTRATION EXPENSE REVOLVING FUND, CHANGE MAKING FUND AND IMPREST PETTY CASH FUND, AMENDING SECTIONS 3.10.010, 3.11.010, 3.12.020 AND 3.36.020 OF THE LACEY MUNICIPAL CODE AND ADOPTING A SUMMARY FOR PUBLICATION.

WHEREAS, the City's Finance Department, in conjunction with the City Council, has reviewed the maximum dollar amount set by ordinance for the funds set forth herein, and has recommended that said amounts be increased,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, as follows:

Section 1. Section 3.10.010 of the Lacey Municipal Code is hereby amended to read as follows:

3.10.010 Advance travel expense revolving fund.

There is created a fund known and designated as the "Advance Travel Expense Revolving Fund." The fund will be a revolving fund maintained in a bank as a checking account and shall be used solely for the purpose of making advance payment of travel expenses. Advances from the fund shall be by check and the fund will be replenished by warrant from the operating fund responsible for said travel expense. The city finance director shall deposit from the current expense fund to the advance travel expense revolving fund the sum of ~~\$2,400.00~~ \$5,000.00.

Section 2. Section 3.11.010 of the Lacey Municipal Code is hereby amended to read as follows:

3.11.010 Registration expense revolving fund.

There is created a fund known and designated as the "Registration Expense Revolving Fund". The fund will be a revolving fund maintained in a bank as a checking account and shall be used solely for the purpose of making expenditures to one time vendors for transactions that facilitate registration for conferences, training events, travel, subscriptions and other such related expenditures. Advances from the fund shall be by check and the fund will be replenished by warrant from the operating fund responsible for said expense. Said fund shall be in the sum of ~~\$2,400.00~~ \$5,000.00.

Section 3. Section 3.12.020 of the Lacey Municipal Code is hereby amended to read as follows:

3.12.020 Change making fund—amount and regulations.

The change making fund shall be maintained in the amount of ~~\$1,100~~ \$2,500.00 and shall be distributed and used in those locations where city personnel are required to make change in the conduct of their duties all in accordance with the rules and regulations established by the city's finance director.

Section 4. Section 3.36.020 of the Lacey Municipal Code is hereby amended to read as follows:

3.36.020 Imprest petty cash fund.

There is created an imprest petty cash fund to be maintained in an amount not to exceed ~~\$1,100~~ \$3,500.00 and to be administered pursuant to regulations of the Washington State Auditor, Division of Municipal Corporations.

Section 5. The Summary attached hereto is hereto is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this

26th day of February, 2004

CITY COUNCIL

By Virgil S. Cluckner
Mayor

Approved as to form:

Attest:

[Signature]
City Attorney

Deputy Carol Jetter
City Clerk

Published: 3/1/04

SUMMARY FOR PUBLICATION

ORDINANCE 1221

CITY OF LACEY

The City Council of the City of Lacey, Washington, passed on FEBRUARY 26, 2004, Ordinance No. 1221, entitled "AN ORDINANCE INCREASING THE LIMIT OF THE CITY'S ADVANCE TRAVEL EXPENSE REVOLVING FUND, REGISTRATION EXPENSE REVOLVING FUND, CHANGE MAKING FUND AND IMPREST PETTY CASH FUND, AMENDING SECTIONS 3.10.010, 3.11.010, 3.12.020 AND 3.36.020 OF THE LACEY MUNICIPAL CODE AND ADOPTING A SUMMARY FOR PUBLICATION."

The main points of the Ordinance are as follows:

1. The Advance Travel Expense Revolving Fund established in Section 3.10.010 of the Lacey Municipal Code is increased from \$2,400.00 to \$5,000.00.
2. The Registration Expense Revolving Fund established by Lacey Municipal Code Section 3.11.010 is increased from \$2,400.00 to \$5,000.00.
3. The Change Making Fund established by Lacey Municipal Code Section 3.12.020 is increased from \$1,100.00 to \$2,500.00.
4. The Imprest Petty Cash Fund within the current Expense Fund established by Lacey Municipal Code Section 3.36.020 is increased from \$1,100.00 to \$3,500.00.
5. The Ordinance adopts this Summary for publication.

A copy of the full text of this Ordinance will be mailed without charge to any person requesting the same from the City of Lacey.

Published: MARCH 1, 2004.