

LAKEHAVEN UTILITY DISTRICT
King County, Washington

Resolution No. 2011-1181

A **RESOLUTION** of the Board of Commissioners of the Lakehaven Utility District, King County, Washington establishing a petty cash account and cash drawer and the rules governing the use of such account and drawer and superseding and canceling Resolution No. 2009-1133.

WHEREAS, in order to maintain the efficiency of the financial operations of the District, it is necessary to have funds available for certain transactions which benefit from shorter funding timing than transactions processed through the voucher system, and

WHEREAS, the Board has previously established certain accounts at designated financial institutions to allow for such transactional efficiency, and

WHEREAS, the Board of Commissioners having reviewed the requirements for a petty cash account and cash drawer and believing the rules set forth herein to be in the best interests of the District, and

NOW, THEREFORE, BE IT RESOLVED as follows:

1. A petty cash revolving fund is hereby established and created in the amount of \$10,850.00 which shall be maintained at insured financial institutions designated by the General Manager, and approved by the Board of Commissioners, as appropriate and in the best interests of the financial management of the District and in such a manner as to comply with applicable law and requirements established by the Office of the State Auditor.
2. The General Manager, Director of Finance and Information Systems, Accounting Manager and Legal Assistant/Board Clerk and their designated successors shall be authorized to sign checks drawn on the petty cash account.
3. The account shall be replenished as needed by a warrant drawn on the District Maintenance Fund and payable to "Lakehaven Utility District Petty Cash Fund".
4. Up to \$850.00 of the petty cash fund may be held in one or more cash drawers at the District office. Custodians of the cash drawer shall be Customer Service Manager, Accounting Manager and Director of Finance and Information Systems and their designated successors.

5. Resolution No. 2009-1133 is hereby superseded and cancelled in its entirety.
6. This resolution shall become effective on the date of adoption below.

ADOPTED by the Board of Commissioners of Lakehaven Utility District, King County, Washington, at an open public meeting this 28th day of April, 2011.

ATTEST:

Absent

 President and Commissioner Yea Nay Abstain

Ruona D. Eggen ✓

 Vice President and Commissioner Yea Nay Abstain

Chad Klein ✓

 Secretary and Commissioner Yea Nay Abstain

Absent

 Commissioner Yea Nay Abstain

Donald L. Miller ✓

 Commissioner Yea Nay Abstain

Approved as to form:

John H. Fitcher

 General Counsel