

**NORTH BEACH WATER DISTRICT  
PACIFIC COUNTY, WASHINGTON**

**RESOLUTION 03-2012**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF NORTH  
BEACH WATER DISTRICT, PACIFIC COUNTY, WASHINGTON,  
ESTABLISHING A PETTY CASH ACCOUNT AND REPEALING  
RESOLUTION 10-2009.**

WHEREAS, the District finds it necessary to make unanticipated, minor purchases to carry out its responsibilities; and

WHEREAS, such purchases cannot be made through the District's voucher procedures; and

WHEREAS, the District desires to increase the amount of money appropriated to the District's "Petty Cash" Account; now, therefore

BE IT RESOLVED by the Board of Commissioners of the Columbia Valley Water District as follows:

Section 1. Purpose. There is hereby established in the District a "Petty Cash" Account to be used for unanticipated, minor purchases useful for carrying out the responsibilities of the District.

Section 2. Amount. One thousand five hundred dollars (\$1,500.00) is hereby appropriated to the District's "Petty Cash" Account, and the District's Business Manager is authorized to procure the initial one thousand five hundred dollars (\$1,500.00) by voucher. The petty cash will be maintained in a two signature checking account at the Ocean Park branch of the Bank of the Pacific and in a cash box at the Business Office. The cash box will maintain a balance of \$400.00 with the balance of the petty cash maintained in the checking account. Petty cash withdrawals will be made by either check or cash. The process of the withdrawals will be the same whether by check or by cash.

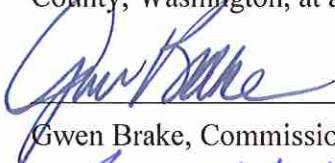
Section 3. Process. Withdrawals from the District's "Petty Cash" Account shall be recorded at the time of removal. Subsequent to the use of the funds, a receipt and the correct change totaling the amount of the form shall be returned to the District's "Petty Cash" Account. The District's "Petty Cash" Account shall be reconciled once a month, unless the Office Manager

determines more frequency is necessary, and a voucher shall be written to replenish that amount necessary to maintain a one thousand five hundred dollar (\$1,500.00) balance.

Section 4. Custodian. The General Manager is directed to designate in writing the position in the District that shall have custody and control of the District's "Petty Cash" Account. Such duties shall include, but are not limited to, accounting for disbursements, reconciliation of the Account, and replenishing the Account by use of vouchers.

Section 5. Repeal. Resolution No. 10-2009 is repealed.

ADOPTED by the Board of Commissioners of North Beach Water District of Pacific County, Washington, at a regular meeting held on January 23, 2011.

  
\_\_\_\_\_

Gwen Brake, Commissioner

  
\_\_\_\_\_

Brian Sheldon, Commissioner

  
\_\_\_\_\_

R D Williams, Commissioner