

ADMINISTRATIVE ORDER NO. 48

Administrative Order No. 46 adopted March 28, 1997 is hereby repealed.

Pursuant to Administrative Order, I hereby establish the following procedures regarding the use of petty cash for City purchases and change funds for making change for serving the public:

I. PETTY CASH

A. The following petty cash funds are hereby established:

| | <u>LOCATION</u> | <u>AMOUNT</u> | <u>CUSTODIAN</u> |
|-----|----------------------------------|---------------|---|
| 1. | City Hall | \$ 500.00 | Finance & Admin. Services |
| 2. | Motor Pool | \$ 200.00 | Finance & Admin. Services |
| 3. | Parks, Recreation & Public Lands | \$ 200.00 | PRPL Department |
| 4. | Police | \$ 1,200.00 | Police Department |
| 5. | Library | \$ 200.00 | Library |
| 6. | Public Utilities | \$ 200.00 | Public Utilities Department |
| 7. | Transit (Metraplex) | \$ 200.00 | Aviation/Transit Department |
| 8. | Headquarters Fire Station | \$ 200.00 | Fire Department |
| 9. | Airport | \$ 200.00 | Airport Administration Aviation/Transit Department |
| 10. | Animal Shelter | \$ 50.00 | Animal Shelter/Community Services |

B. The following procedures will govern the use of petty cash:

1. The maximum amount that can be reimbursed from petty cash is \$100.00.
2. All petty cash requests must be signed by the Department Head or a Division Head who is specifically authorized by the Department Head to approve petty cash requests. Such authorization shall be in writing to the Director of Finance & Administrative Services.
3. Purchases shall not be artificially split to qualify for petty cash.
4. All petty cash funds shall be reconciled and replenished at least once each month. They may be replenished more often, if necessary.
5. All petty cash purchases must be accompanied by a petty cash voucher and a receipt for the purchase.

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6. Advances may be provided for petty cash purchases. However, receipts must be provided to the petty cash custodian within 24 hours of the time the cash was approved.
7. Petty cash funds will be audited at least once each year by the Finance & Administrative Services Department.

II. CHANGE FUNDS

A. The following change funds are hereby established:

| | <u>LOCATION</u> | <u>AMOUNT</u> | <u>CUSTODIAN</u> |
|-----|----------------------|---------------|---|
| 1. | Airport | \$ 1,600.00 | Airport Administration Aviation/Transit Department |
| 2. | Transit | \$ 3,150.00 | Transit Administration Aviation/Transit Department |
| 3. | City Court | \$ 500.00 | City Court |
| 4. | Landfill | \$ 200.00 | Public Works Department |
| 5. | City Hall | \$ 420.00 | Finance & Admin. Services |
| 6. | Building Division | \$ 200.00 | Public Works Department |
| 7. | Recreation | \$ 100.00 | PRPL Department |
| 8. | Park I Garage | \$ 75.00 | Finance & Admin. Services |
| 9. | Park II Garage | \$ 250.00 | Finance & Admin. Services |
| 10. | Park III Garage | \$ 100.00 | Finance & Admin. Services |
| 11. | Park IV Garage | \$ 150.00 | Finance & Admin. Services |
| 12. | Public Utilities | \$ 100.00 | Public Utilities Department |
| 13. | Animal Shelter | \$ 100.00 | Animal Shelter - Community Services |
| 14. | City/County Planning | \$ 50.00 | City/County Planning |

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B. The following procedures will govern the use of change funds:

1. Change funds will be established where needed to make change for the public.
2. Change funds are not to be used for petty cash purchases or any other purchases.
3. Change funds should balance to cash receipts at all times.
4. All change funds will be audited at least once a year by the Controller's Office.

III. OTHER FUNDS ARE HEREBY ESTABLISHED AS FOLLOWS:

| | <u>LOCATION</u> | <u>AMOUNT</u> | <u>CUSTODIAN</u> |
|----|---|------------------------------------|-----------------------------|
| 1. | City Court Jury/Witness Fund | \$ 2,000.00 (checking account) | Finance & Admin. Services |
| 2. | City Court Bond Refund Account | \$ 7,500.00 (checking account) | Finance & Admin. Services |
| 3. | Utility Bill Postage and Bad Check Reimbursement Fund | \$ 10,000.00 (checking account) | Public Utilities Department |

These funds are to be used only for their designated purpose.

DATED this 18th day of June, 1997.


MARK S. WATSON, CITY ADMINISTRATOR

MSW/nr
Admord\0002
June 18, 1997



CITY OF BILLINGS
DEPARTMENT OF FINANCE & ADMINISTRATIVE SERVICES

P.O. BOX 1178
BILLINGS, MONTANA 59103
(406) 657-8207
FACSIMILE (406) 657-8390

| | |
|---------------------|----------|
| Finance Division | 657-8207 |
| Motor Pool Division | 657-8229 |
| Parking Division | 657-8207 |
| Purchasing Division | 657-8216 |

TO: MARK S. WATSON, CITY ADMINISTRATOR

FROM: NATHAN R. TUBERGEN, F&AS DIRECTOR *NRT*

SUBJECT: UPDATE OF ADMINISTRATIVE ORDER FOR PETTY CASH
AND CHANGE FUNDS

DATE: JUNE 18, 1997

We have highlighted the areas that have been changed since the approval of Administrative Order #46 dated March 28, 1997.

Once you have approved this with your signature, it can be forwarded to all the departments.

If you have any questions regarding this update, please call me.

NRT/nr

Admord\0002a

Billings Pride
City-wide

*Distributed to
Depts
6-18-97
NR*