

ADMINISTRATIVE ORDER NO. 23

Administrative Order No. 21, adopted May 15, 1990, is hereby repealed.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	\$ 150.00	Finance & Admin. Services
3. Parks, Recreation & Public Lands	\$ 150.00	PRPL Department
4. Police	\$1,200.00	Police Department
5. Library	\$ 75.00	Library
6. Public Utilities	\$ 100.00	Public Utilities Dept.
7. City Court	\$ 75.00	City Court
8. Transit (Metraplex)	\$ 100.00	Aviation/Transit Dept.

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

1. The maximum amount that can normally be reimbursed from petty cash is \$20.00;
2. Requests for over \$20.00 may be granted in special situations where the Department Head and the Director of Finance and Administrative Services sign the petty cash approval;
3. 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 and Administrative Services;
4. Purchases shall not be artificially split to qualify

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for petty cash;

5. All petty cash funds shall be reconciled and replenished at least once each month. They may be replenished more often, if necessary;
6. All petty cash purchases must be accompanied by a petty cash voucher and a receipt for the purchase;
7. 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;
8. Petty cash funds will be audited at least once each year by the Controller's Office.

II. CHANGE FUNDS

A. The following change funds are hereby established:

<u>LOCATION</u>	<u>AMOUNT</u>	<u>CUSTODIAN</u>
1. Airport	\$ 600.00	Airport Administration Aviation/Transit Dept.
2. Transit	\$2,600.00	Transit Administration Aviation/Transit Dept.
3. City Court	\$ 500.00	City Court
4. Landfill	\$ 40.00	Public Works Dept.
5. City Hall	\$ 420.00	Finance & Admin. Services
6. Building Division	\$ 50.00	Public Works Department
7. Recreation	\$ 100.00	Parks, Recreation and Public Lands Department
8. Park I	\$ 25.00	Finance & Admin. Services
9. Park II	\$ 159.00	Finance & Admin. Services
10. Park IV	\$ 75.00	Finance & Admin. Services
11. Public Utilities	\$ 100.00	Public Utilities Dept.
12. Animal Shelter	\$ 100.00	Animal Shelter -

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Police Department

13. Headquarters Fire Station \$ 40.00 Fire Department
14. Engineering Division \$ 25.00 Public Works Department
15. Development Services \$ 50.00 Development Services

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

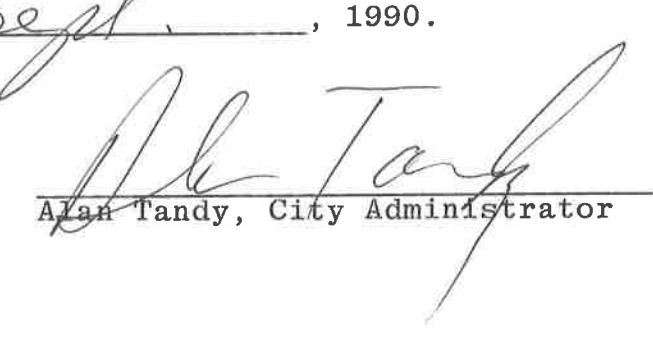
1. Change funds will be established where needed to make change for the public;
2. Change funds are not to be used for petty cash purchases or any other purchases;
3. Change funds should balance to cash receipts at all times.
4. All change funds will be audited at least once a year by the Controller's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

III. Other funds are hereby established as follows:

<u>LOCATION</u>	<u>AMOUNT</u>	<u>CUSTODIAN</u>
1. City Court Jury/Witness Fund	\$1,000.00	City Court
2. Utility Bill Postage and Bad Check Reimbursement Fund	\$5,000.00 (checking account)	Public Utilities

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

DATED this 6/1 day of Sept., 1990.


Alan Tandy, City Administrator

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AT/skl



CITY OF BILLINGS
DEPARTMENT OF FINANCE
& ADMINISTRATIVE SERVICES
P.O. BOX 1178
BILLINGS, MT 59103
PHONE (406) 657-8205

September 4, 1990

TO: ALAN TANDY, CITY ADMINISTRATOR
FROM: NATHAN TUBERGEN, F&AS DIRECTOR *MT*
SUBJ: ADMINISTRATIVE ORDER REGARDING PETTY CASH & CHANGE FUNDS

I have had requests for increases in Change Funds from Transit Division, Park II Garage and Development Services Department for the following reasons:

1. TRANSIT DIVISION: An increase in ridership during the past year has increased the amount of change needed for the bus drivers. Also, the recent fare increase from \$.50 to \$.60 will increase the amount of vault change needed. They are requesting a \$300.00 increase in the Change Fund, from \$2,300 to \$2,600.
2. PARK II GARAGE: Because of the larger bills being given for payment, a \$50 increase in their Change Fund is being requested - from \$129.00 to \$159.00.
3. DEVELOPMENT SERVICES: This will be an addition to the department/divisions that have Change Funds. Fred Alley is requesting a \$50.00 Change Fund be established for temporary sign permits.

Beverly
If you agree with these changes to the Administrative Order, please sign the attached revised Order and have Beverly distribute to the departments. Thank you.

Please call me if you have any questions.

NRT/skl

Attachment