

## ADMINISTRATIVE ORDER NO. 25

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Administrative Order No. 25, adopted March 25, 1991 is hereby repealed.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. 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 for petty cash;

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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	\$ 125.00	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 III	\$ 100.00	Finance & Admin. Services
11. Park IV	\$ 75.00	Finance & Admin. Services
12. Public Utilities	\$ 100.00	Public Utilities Dept.

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13. Animal Shelter	\$ 100.00	Animal Shelter - Police Department
14. Headquarters Fire Station	\$ 40.00	Fire Department
15. Development Services	\$ 50.00	Development Services

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

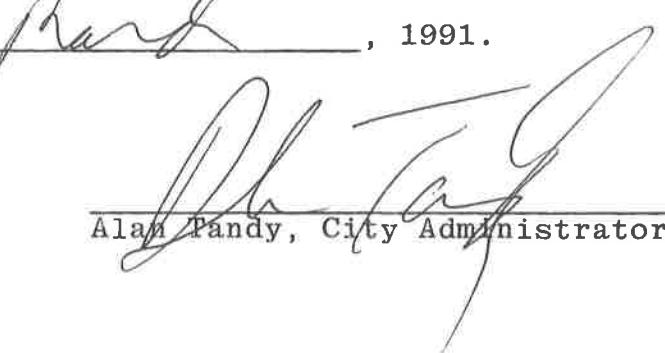
1. Change funds will be established where needed to make change for the public;
2. Change funds are not to be used for petty cash purchases or any other purchases;
3. Change funds should balance to cash receipts at all times.
4. All change funds will be audited at least once a year by the Controller's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

III. Other funds are hereby established as follows:

<u>LOCATION</u>	<u>AMOUNT</u>	<u>CUSTODIAN</u>
1. City Court Jury/Witness Fund	\$1,300.00 (checking account)	Finance & Admin. Serv.
2. City Court Bond Refund Account	\$5,000.00 (checking account)	Finance & Admin. Serv.
3. 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 28th day of Rand, 1991.

  
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Alan Pandy, City Administrator

AT/skl



**CITY OF BILLINGS**  
DEPARTMENT OF FINANCE  
& ADMINISTRATIVE SERVICES  
P.O. BOX 1178  
BILLINGS, MONTANA 59103  
(406) 657-8207

March 28, 1991

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

Attached is a revision to the above Administrative Order. The following changes have been made:

1. The Building Division change fund has been increased from \$75.00 to \$125.00 in order to accommodate customers needing change for building permits.
2. A change fund of \$100.00 has been added for the Park III Garage.

If you agree with these changes, please approve the attached Administrative Order and have Beverly distribute copies to the Department Heads.

Thank you for your consideration. If you have any questions, please call me.

NRT/skl

cc: John Guenthner, Controller  
Ken Haag, P.E. Director of Public Works  
Dave Wilcox, Parking Supervisor