

ADMINISTRATIVE ORDER NO. 31

Administrative Order No. 28 adopted May 15, 1992, is hereby repealed.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. Police Detectives	\$5,000.00	Police Detectives
6. Library	\$ 75.00	Library
7. Public Utilities	\$ 100.00	Public Utilities Dept.
8. Transit (Metraplex)	\$ 100.00	Aviation/Transit Dept.
9. Headquarters Fire Station	\$ 60.00	Fire Department
10. Airport	\$ 50.00	Airport Administration 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;

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4. Purchases shall not be artificially split to qualify 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	\$ 200.00	Public Works Department
7. Recreation	\$ 100.00	Parks, Recreation and Public Lands Department
8. Park I	\$ 75.00	Finance & Admin. Services
9. Park II	\$ 200.00	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.
13. Animal Shelter	\$ 100.00	Animal Shelter - Police Department

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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	\$10,000.00 (checking account)	Public Utilities

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

DATED this 16th day of February, 1993.


Mark S. Watson, City Administrator

MSW/skl

ADMNORDR99/FINSECFILE/FASLIB



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 657-8412
Purchasing Division 657-8216
City Court Receipts &
Records Division 657-8490

February 11, 1993

FEB 11 1993

TO: MARK S. WATSON, CITY ADMINISTRATOR
FROM: NATHAN TUBERGEN, F&AS DIRECTOR *NAT*
SUBJ: REVISION OF ADMINISTRATIVE ORDER
PETTY CASH AND CHANGE FUNDS

I have received two requests to change amounts for change funds and petty cash funds for Public Works/Building Division and Public Utilities Department. The new Administrative Order, attached, includes the following changes:

1. We have added the \$75.00 request for Building Division, which will increase their change fund from \$125.00 to \$200.00. This request was made due to the increased activity of the number of customers requiring change when purchasing building permits.
2. We have increased Public Utilities' Postage and Bad Check Reimbursement Fund checking account by \$5,000, from \$5,000 to \$10,000 to reflect the additional postage increases.

If these changes meet with your approval, please sign the Administrative Order and have Beverly distribute to all Department Heads.

Please let me know if you have any questions.

NRT/skl

Attachment

*Billings Pride:
City-wide*