

ADMINISTRATIVE ORDER NO. 35

Administrative Order No. 34 adopted August 27, 1993 is hereby repealed.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	\$ 160.00	Fire Department
9. Airport	\$ 200.00	Airport Administration Aviation/Transit Department

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	\$ 600.00	Airport Administration Aviation/Transit Department
2. Transit	\$2,600.00	Transit Administration Aviation/Transit Department
3. City Court	\$ 500.00	City Court
4. Landfill	\$ 100.00	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	\$ 200.00	Finance & Admin. Services
10. Park III Garage	\$ 100.00	Finance & Admin. Services
11. Park IV Garage	\$ 75.00	Finance & Admin. Services
12. Public Utilities	\$ 100.00	Public Utilities Department
13. Animal Shelter	\$ 100.00	Animal Shelter-Police Dept.
14. Headquarters Fire Station	\$ 40.00	Fire Department
15. Development Services	\$ 50.00	Development Services

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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	\$ 5,000.00 (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 3rd day of May, 1994.



MARK S. WATSON, CITY ADMINISTRATOR

MSW/skl

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CITY OF BILLINGS

DEPARTMENT OF FINANCE & ADMINISTRATIVE SERVICES

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



May 3, 1994

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

Finance Division 657-8207
Motor Pool Division 657-8229
Parking Division 657-8412
Purchasing Division 657-8216
City Court Receipts & Records Division 657-8490

MAY 3 1994

With the revision of the Purchasing System in December, 1993, the Petty Cash portion of this system needed to be updated to reflect the new maximum amount allowed for reimbursement (from \$20.00 to \$100.00). The changes made to the Administrative Order are as follows:

PETTY CASH

- * Motor Pool Division increased petty cash from \$150.00 to \$200.00.
- * PRPL increased from \$150.00 to \$200.00.
- * Library increased from \$75.00 to \$200.00.
- * Transit (Metraplex) increased from \$100.00 to \$200.00.
- * Headquarters Fire Station increased from \$60.00 to \$160.00.
- * Airport increased from \$100.00 to \$200.00.

City Court had requested their Jury\Witness Checking Account be increased from \$1,300 to \$2,000 to reflect the increased volume in court cases and number of trials. Your approval was given for this increase on March 11, 1994.

The procedure which stated that requests for over the petty cash limit may be granted in special situations has been eliminated. Since the petty cash limit was raised from \$20 to \$100, there will be no need for these "special situation" requests.

Since the above amounts have been previously approved by you, I am submitting the attached Administrative Order for approval. Please have Beverly distribute to all Department Heads.

NRT/skl
Attachment

cc: John Guenthner, Controller
Alene Malloy, Accountant
Stacey Bohle, Accountant

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