

ADMINISTRATIVE ORDER NO. 36

Administrative Order No. 35 adopted May 3, 1994 is hereby repealed.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<br>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                    | \$1,100.00    | Airport Administration<br>Aviation/Transit Department |
| 2. Transit                    | \$2,600.00    | Transit Administration<br>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<br>Jury/Witness Fund                          | \$ 2,000.00<br>(checking account)  | Finance & Admin. Services   |
| 2. City Court<br>Bond Refund Account                        | \$ 7,500.00<br>(checking account)  | Finance & Admin. Services   |
| 3. Utility Bill Postage and<br>Bad Check Reimbursement Fund | \$ 10,000.00<br>(checking account) | Public Utilities Department |

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

DATED this 10 day of Feb., 1995.

Mark S. Watson  
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



February 8, 1995

REC'D 8 FEB 1995  
Finance Division 657-8207  
Motor Pool Division 657-8229  
Parking Division 657-8412  
Purchasing Division 657-8216  
City Court Receipts & Records Division 657-8490

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

I have received two requests for changes in the Administrative Order for Petty Cash and Change Funds:

1. **CITY COURT**

The present Bond Refund Account (a checking account) of \$5,000 is not adequate due to increased activity in City Court. I would recommend it be increased to \$7,500.

2. **AIRPORT**

I recommend the Change Fund be increased from \$600 to \$1,100 in order to supply the two change machines at the Airport with quarters.

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

Please call me if you have any questions.

NRT/SKL

ATTACHMENT

CC: JOHN GUENTHNER, CONTROLLER

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*Billings Pride*  
City-wide