

Administrative Order No. 48 adopted June 18, 1997 is hereby repealed.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:

CITY OF BILLINGS PETTY CASH/CHANGE FUNDS POLICY
March 8, 2004

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	Administration
2. Motor Pool	\$200.00	Administration
3. Parks, Recreation & Public Lands	\$400.00	PRPL Department
4. Police	\$1,200.00	Police Department
5. Library	\$200.00	Library
6. Public Works Belknap	\$200.00	Public Works
7. Transit (Metraplex)	\$200.00	Aviation/Transit Department
8. Headquarters Fire Station	\$200.00	Fire Department
9. Airport	\$200.00	Aviation/Transit Department
10. Animal Shelter	\$50.00	Animal Shelter/Community Services
11. Building	\$200.00	Building Department
12. Legal	\$20.00	Legal 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 person receiving the reimbursement and by the department head or a division head who is specifically authorized by the department head to approve petty cash requests. Both signatures cannot be the same person. Such authorization shall be in writing to the Financial Services Manager.
- 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.
- 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 division.

II. CHANGE FUNDS

A) The following change funds are hereby established:

<u>LOCATION</u>	<u>AMOUNT</u>	<u>CUSTODIAN</u>
1. Airport	\$1,600.00	Airport Administration Aviation/Transit Department
2. Transit	\$3,150.00	Transit Administration Aviation/Transit Department
3. City Court	\$500.00	City Court
4. Landfill	\$200.00	Public Works Department
5. City Hall	\$400.00	Administration
6. Building Division	\$200.00	Public Works Department
7. Recreation	\$100.00	PRPL Department
8. Park I Garage	\$75.00	Administration
9. Park II Garage	\$250.00	Administration
10. Park III Garage	\$100.00	Administration
11. Park IV Garage	\$150.00	Administration
12. Public Works Belknap	\$100.00	Public Works
13. Animal Shelter	\$100.00	Animal Shelter-Community Services
14. City/County Planning	\$50.00	City/County Planning

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 Finance division.

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 Division
2. City Court Bond Refund Account	\$7,500.00 (Checking account)	Finance Division
3. Utility Bill Postage and Bad Check Reimbursement Fund	\$10,000.00 (Checking account)	Public Works

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

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 Division
2. City Court Bond Refund Account	\$7,500.00 (Checking account)	Finance Division
3. Utility Bill Postage and Bad Check Reimbursement Fund	\$10,000.00 (Checking account)	Public Works Belknap

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

DATED this 16th day of March, 2004.



KRISTOFF T. BAUER, CITY ADMINISTRATOR