

## ADMINISTRATIVE ORDER NO. 110

*Administrative Order No. 106 adopted October 19, 2007, is hereby repealed.*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

April 10, 2009

#### PETTY CASH

A) The following petty cash funds are hereby established:

<u>LOCATION</u>	<u>AMOUNT</u>	<u>CUSTODIAN</u>
City Hall	\$ 500.00	Administration
Motor Pool	\$ 300.00	Administration
Parks, Recreation & Public Lands	\$ 400.00	PRPL Department
Police	\$1,200.00	Police Department
Library	\$ 200.00	Library
Public Works - Belknap	\$ 500.00	Public Works Department
Transit (Metraplex) Department	\$ 200.00	Aviation Transit
Fire Station Headquarters	\$ 200.00	Fire Department
Airport	\$ 400.00	Aviation Transit Department
Animal Shelter	\$ 50.00	Police - Animal Shelter
Building	\$ 200.00	Building Department
Legal	\$ 20.00	Legal Department
Public Works Administration	\$ 200.00	Public Works Department

B) The following procedures will govern the use of petty cash:

1. With the exception of properly approved CCSIU/HIDTA Task Force disbursements, 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**, 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.

## CHANGE FUNDS

A) The following change funds are hereby established:

<u>LOCATION</u>	<u>AMOUNT</u>	<u>CUSTODIAN</u>
Airport	\$1,700.00	Aviation Transit Department
Transit	\$2,400.00	Aviation Transit Department
City Court	\$ 500.00	City Court
Landfill	\$ 200.00	Public Works Department
City Hall	\$ 300.00	Administration
Building	\$ 200.00	Building Department
Recreation	\$ 100.00	PRPL Department
Park I Garage	\$ 100.00	Administration
Park II Garage	\$ 250.00	Administration
Park III Garage	\$ 150.00	Administration
Park IV Garage	\$ 150.00	Administration
Public Works - Belknap	\$ 300.00	Public Works Department
Animal Shelter	\$ 100.00	Police - Animal Shelter
Planning	\$ 50.00	City/County Planning
Library	\$ 250.00	Library
Public Works Administration	\$ 200.00	Public Works Department

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.

## OTHER FUNDS ARE HEREBY ESTABLISHED AS FOLLOWS:

<u>LOCATION</u>	<u>AMOUNT</u>	<u>CUSTODIAN</u>
Utility Bill Postage and Bad Check	\$500.00	Public Works Department
Reimbursement Fund	(Checking account)	
CCSIU/HIDTA Buy Money	\$6,000.00	Yellowstone County

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

*24*  
Dated this 13th day of April, 2009.

*Christina F. Volek*  
ss- Christina F. Volek  
City Administrator