

RECORD OF ORDINANCES

Passed _____, 20____

AN ORDINANCE ESTABLISHING THE LOCATION AND AMOUNT OF CASH ON HAND FOR CHANGE FUNDS

WHEREAS, business transactions occur in a variety of locations, requiring cash on hand to complete the transaction and minimize the inconvenience to the public; and

WHEREAS, Ordinance 86-15 previously established the authorized locations and amounts for change funds; and

WHEREAS, it is necessary to establish an amount for a change fund for the Events Administration Division at the Service Center to meet their needs for processing facility rental fee transactions; and

WHEREAS, it is necessary to add an additional amount to the petty cash fund in the Finance Department to meet the Department's needs for reimbursing employee out-of-pocket expenses.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Dublin, State of Ohio,
_____ of the elected members concurring that:

Section 1. Change funds for conducting City business be maintained in the following locations for the purposes indicated:

Finance	General fees	\$75.00
Court Services	Court fees/costs	100.00
Planning	Garage Sale Permits	100.00
Building Standards	Building fees	75.00
Police	General fees	100.00
	After hours collection for Court Services	75.00
Recreation Services	Recreation programs	650.00
	North Outdoor pool	800.00
	South Outdoor pool	800.00
Community Relations	Merchandise Sales	50.00
Events Administration	Rental Fees	200.00

Section 2. Temporary change funds needed for special event activities may be established throughout the year. These change funds will only be maintained during the event and the monies will be re-deposited upon its conclusion.

Section 3. The Director or designee will be responsible for maintaining and reconciling the change funds on a daily basis. Receipts collected shall be deposited intact daily with the Finance Department or the City depository.

Section 4. The change funds are to be used to make change only and not for payment of petty cash items.

Section 5. There be established a petty cash fund in the amount of \$300.00, which will be maintained by the Finance Department for the purpose of reimbursing employees for out-of-pocket expenses up to \$20.00 per Administrative Order.

Section 6. This ordinance shall take effect and be in force in accordance with Section 4.04(b) of the Revised Charter.

Passed this _____ day of _____, 2017.

Mayor – Presiding Officer

ATTEST:

Clerk of Council



Office of the City Manager

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Memo

To: Members of Dublin City Council

From: Dana L. McDaniel, City Manager 

Date: April 6, 2017

Initiated By: Angel L. Mumma, Director of Finance

Re: Ordinance 20-17 – Establishing the Location and Amount of Cash on Hand for Change Funds

Summary

In order to accommodate effective cash handling procedures in the Events Administration Division, staff proposes creating a change drawer in the amount of \$200.00. The cash drawer will be maintained at the Service Center Building. Events staff are now responsible for the process of renting outdoor park shelters and collecting the fees. The process requires that staff have cash on hand to make change for customers paying with cash.

Also, Finance maintains a petty cash fund in the amount of \$200.00 for the purpose of reimbursing employees for out-of-pocket expenses up to \$20.00. At times, several requests for reimbursements are submitted within a short time span, which depletes the petty cash fund. Therefore, staff proposes that the petty cash fund be increased to \$300.00 to ensure requests for reimbursements are fulfilled in a timely manner.

Recommendation

Staff recommends passage of Ordinance 20-17 at the second reading/public hearing on April 24, 2017.