



Office of the City Manager
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Memo

To: Members of Dublin City Council
From: Dana L. McDaniel, City Manager
Date: October 1, 2019
Initiated By: Matthew L. Stiffler, Interim Director of Finance
Re: Ordinance 48-19 – Establishing the Location and Amount of Cash on Hand for Change Funds

Summary

In order to accommodate more efficient and effective cash handling procedures, the Division of Taxation proposes the establishment of a cash drawer in the amount of \$125.00. This amount will provide sufficient change to accommodate the change requirements for the Division's cash collection activities. The cash drawer will be maintained in the Division of Taxation within the Department of Finance at City Hall.

Additionally, as the Merchandising Fund is no longer active, the change fund of \$50 authorized to meet its operational needs is no longer required and should be removed. When the operations of the Merchandising fund ceased, the change drawer funds were receipted into the General Fund.

Recommendation

Staff recommends passage of Ordinance 48-19 at the second reading/public hearing on October 21, 2019.

RECORD OF ORDINANCES

Ordinance No. 48-19

Passed _____, _____

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

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

WHEREAS, Ordinance 20-17 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 Tax Division to meet their needs for processing taxpayer payments; and

WHEREAS, the Merchandising Fund is no longer active, the change drawer for the Merchandising Fund operations is no longer needed and the money from the change drawer has been receipted into the General Fund.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Dublin, State of Ohio, _____ of its 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
Tax Division	Income tax payments	125.00
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
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.

RECORD OF ORDINANCES

BARRETT BROTHERS - DAYTON, OHIO

Form 6220S

Ordinance No. 48-19

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Passed _____, _____

Passed this _____ day of _____, 2019.

Mayor - Presiding Officer

ATTEST:

Clerk of Council