

RESOLUTION TO DECREASE A REVOLVING CHANGE BANK

WHEREAS, NRS 354.609 requires the adoption of a resolution to amend an imprest account; and,

WHEREAS, an imprest account was established on November 17, 2015, for the Department of Parks and Recreation Club at Sunrise Golf Course (hereinafter “the Department”) for the purpose of providing prompt disbursements for charges and fees associated with credit card payments associated with the Golf Course’s programs and facilities; and,

WHEREAS, a decrease and amendment to purpose of the aforementioned imprest account was approved through resolution by the Board of Commissioners on January 16, 2018; and,

WHEREAS, the Department has determined there is a need to reduce the amount of the revolving change bank account to \$1,400.

NOW THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Clark County, Nevada, does hereby decrease the Department’s revolving change bank from \$2,500 to \$1,400.

BE IT FURTHER RESOLVED that the Department will utilize and/or amend existing written procedures for controlling use of such change account. The Department’s Director will be responsible for the account; however, he/she may designate another person to maintain the account. Proper documentation of all dispersals from the account will be maintained by the Department.

BE IT FURTHER RESOLVED that the account must not be used to circumvent County Fiscal Policies and other applicable state and/or local laws.

BE IT FURTHER RESOLVED that any losses, shortages or discrepancies must be reported to the County Comptroller. Losses not covered by insurance are the responsibility of the Department.

BE IT FURTHER RESOLVED that the account will be reconciled and reimbursed no less than once per day.

BE IT FURTHER RESOLED that the account will be audited periodically and that all records must be kept in accordance with State law and the County records retention schedules.

PASSED, ADOPTED AND APPROVED this 3rd day of January 2023.

BOARD OF COUNTY COMMISSIONERS
CLARK COUNTY, NEVADA

BY: _____
JAMES B. GIBSON, Chair

ATTEST:

LYNN MARIE GOYA, County Clerk