

## **RESOLUTION TO CREATE A PETTY CASH ACCOUNT**

**WHEREAS**, NRS 354.609 requires the adoption of a resolution to establish a petty cash fund; and,

**WHEREAS**, it is necessary for the Clark County Department of Parks and Recreation to have cash available for expenditures relating to the operation of the Club at Sunrise Golf Course.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of County Commissioners of Clark County, Nevada does hereby establish a petty cash fund in the amount of \$1,100.00 for the purpose of expenditures relating to the operation of the Club at Sunrise Golf Course.

**BE IT FURTHER RESOLVED** that the source of money used to establish and maintain such an account shall come from the Recreation Activity Fund (5410).

**BE IT FURTHER RESOLVED** that the Clark County Department of Parks and Recreation shall establish written procedures for controlling the expenditures from such account. The Clark County Department of Parks and Recreation will be responsible for the account; however, the official may designate another person to maintain the account. The maximum dollar amount of any single expenditure shall not exceed \$150.00. Proper documentation of all dispersals from the account will be maintained by the Department, which shall include but not be limited to, a receipt for each expenditure and approval signature by the Department Head or his/her designee.

**BE IT FURTHER RESOLVED** that any losses, shortage or discrepancies must be reported to the County Comptroller.

**BE IT FURTHER RESOLVED** that the fund will be reconciled and reimbursed no less than once per month.

**BE IT FURTHER RESOLVED** that the fund will be audited periodically and that all records must be kept in accordance with state law and the County records retention schedule.

**PASSED, ADOPTED, AND APPROVED** this 3<sup>rd</sup> day of January 2023.

BOARD OF COUNTY COMMISSIONERS  
CLARK COUNTY, NEVADA

BY: \_\_\_\_\_  
JAMES B. GIBSON, Chair

ATTEST:

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LYNN MARIE GOYA, County Clerk