

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 District Attorney’s Office to have cash available for emergency expenditures relating to the transport of incarcerated witnesses by District Attorney investigators.

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 \$2,000.00 for the purpose of emergency expenditures relating to investigator transport travel.

BE IT FURTHER RESOLVED that the source of money used to establish and maintain such an account shall come from the County General Fund (1010).

BE IT FURTHER RESOLVED that the Clark County District Attorney’s Office shall establish written procedures for controlling the expenditures from such account. The Clark County District Attorney’s Office will be responsible for the account; however, the official may designate an individual within the Department to maintain the account. The maximum dollar amount of any single expenditure shall not exceed \$500.00. 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 District Attorney 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 21st day of June 2022.

BOARD OF COUNTY COMMISSIONERS
CLARK COUNTY, NEVADA

BY: _____
JAMES B. GIBSON, Chair

ATTEST:

LYNN MARIE GOYA, County Clerk