

RESOLUTION TO INCREASE REVOLVING CHANGE BANK FUND

WHEREAS, NRS 354.609 requires the adoption of a resolution to amend revolving accounts; and,

WHEREAS, a revolving change bank fund was established on April 7, 2015, for the purpose of disbursing change to customers paying fees with cash; and,

WHEREAS, it is necessary to increase the amount of the Henderson Constable's revolving change bank fund as a result of taking over the operation of the former Boulder City Township Constable Office location at 501 Avenue G, Boulder City, NV effective January 2, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Clark County, Nevada, that the Henderson Constable's revolving change bank fund shall be increased from \$400 to \$500 for the purpose of making change for customers.

BE IT FURTHER RESOLVED that the source of money to be used to accomplish and maintain such account shall come from the Constable Fund (5460).

BE IT FURTHER RESOLVED that the Henderson Constable will continue to use its existing written procedures for controlling use of such fund. The Henderson Constable will be responsible for the fund; however, he/she may designate an individual within the office to maintain the account. The Henderson Constable will maintain proper documentation of all dispersals from the account.

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 Henderson Constable.

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

BE IT FURTHER RESOLVED that the Comptroller's Office will conduct periodic audits of the revolving change bank fund and that all records must be kept in accordance with State law and the County's records retention schedules.

PASSED, ADOPTED, AND APPROVED this 17th day of January, 2023.

BOARD OF COUNTY COMMISSIONERS
CLARK COUNTY, NEVADA

BY: _____
JAMES B. GIBSON, Chair

ATTEST:

LYNN MARIE GOYA, County Clerk