

RESOLUTION TO DECREASE AN IMPREST ACCOUNT

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

WHEREAS, on January 16, 2007, the Clerk of the Court division of the Eighth Judicial District Court established an imprest account in the amount of \$15,000 for the purpose of conducting transactions across the window for the payments of fines or fees in the civil, criminal and family clerk divisions of the Eighth Judicial District Court, and

WHEREAS, the Eighth Judicial District Court is seeing less activities transacted in cash and the current balance is no longer needed to be maintained.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Clark County, Nevada does hereby decrease the Eighth Judicial District Court imprest account from \$15,000 to \$5,000;

BE IT FURTHER RESOLVED that the excess funds shall be returned to the County Treasurer.

BE IT FURTHER RESOLVED that the Eighth Judicial District Court will continue to use its existing written procedures for controlling use of this account. The Court Executive Officer will continue his/her responsibility for the account; however, he may designate individuals within the Eighth Judicial District Court to maintain the account. Proper documentation of all dispersals from the account will continue to be maintained by the Eighth Judicial District Court and shall include, but not limited to, a receipt for each expenditure including an approval signature from either the Clark County District Attorney or the Court Executive officer or their designee.

BE IT FURTHER RESOLVED that the maximum dollar amount for any single expenditure shall continue in the amount originally established.

BE IT FURTHER RESOLVED that any losses or discrepancies must be reported to the Comptroller. Shortages not covered by insurance are the responsibility of the Eighth Judicial District Court.

BE IT FURTHER that the fund 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 2nd day of February, 2021.

BOARD OF COUNTY COMMISSIONERS
CLARK COUNTY, NEVADA

BY: _____

MARILYN KIRKPATRICK, Chair

ATTEST:

LYNN MARIE GOYA, County Clerk