

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION TO RESCIND RESOLUTION NO. 6447 AND TO  
ESTABLISH PROCEDURES FOR AUTHORIZATION OF PETTY  
CASH FUNDS IN INDIVIDUAL CITY DEPARTMENTS, IN  
ACCORDANCE WITH NEVADA REVISED STATUTE 354.609.**

**WHEREAS**, NRS 354.609 provides that the Reno City Council may, by Resolution, establish one or more petty cash accounts to assist in the administration of any activities in which the City of Reno is authorized by law to engage; and

**WHEREAS**, NRS 354.609(2) requires that such Resolution establishing any petty cash account shall, in detail, set forth the following:

- (a) The object and purpose of the account;
- (b) The source of money to be used to establish and maintain the account;
- (c) The method of controlling expenditures from the account;
- (d) The maximum dollar amount of any single expenditure; and

**WHEREAS**, payments made out of any petty cash account in accordance with this establishing Resolution may be made directly without approval of the Reno City Council; and

**WHEREAS**, reimbursement of any such petty cash account must be made no less often than monthly, and the reimbursement must be supported by proper evidences of expenditures made from the account and must be approved by the Reno City Council in the same manner as other claims against the fund to which the reimbursement is to be charged.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Reno, the following procedures will be used in establishing petty cash accounts in departments within the City:

(a) The object and purpose of the petty cash account is to permit departments to expedite reimbursements and small purchases of supplies and materials amounting to less than or equal to \$200.00.

(b) The source of money to be used to establish and maintain the petty cash account in each City department shall be the same source used to reimburse all departmental expenditures of a like nature.

(c) The method of controlling expenditures from the petty cash account will be through use of petty cash vouchers, with original receipts attached, and approval of the department/division head responsible for the budget account charged. The Finance Department will replenish petty cash funds monthly, through the disbursement system, upon receipt of properly *completed* vouchers and

accompanying receipts.

(d) The maximum dollar amount of any single expenditure from the petty cash fund shall be \$200.00.

**BE IT FURTHER RESOLVED** by the City Council of the City of Reno that the City Manager or his designee, may establish a petty cash account within such departments that have demonstrated compliance with this Resolution and the requirements of the City Manager's Management Policy #305 - Petty Cash and Change Funds.

On motion of Councilmember \_\_\_\_\_, seconded by Council member - \_\_\_\_\_, the foregoing Resolution was passed and adopted this \_\_\_\_\_ of \_\_\_\_\_ 2023, by the following vote of the Council:

AYES:

NAYS:

ABSTAIN:

ABSENT:

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.

\_\_\_\_\_  
HILLARY SCHIEVE, MAYOR

ATTEST:

\_\_\_\_\_  
MIKKI HUNTSMAN, CITY CLERK