

B.20 - Petty Cash Update to Resolution

April 26, 2023



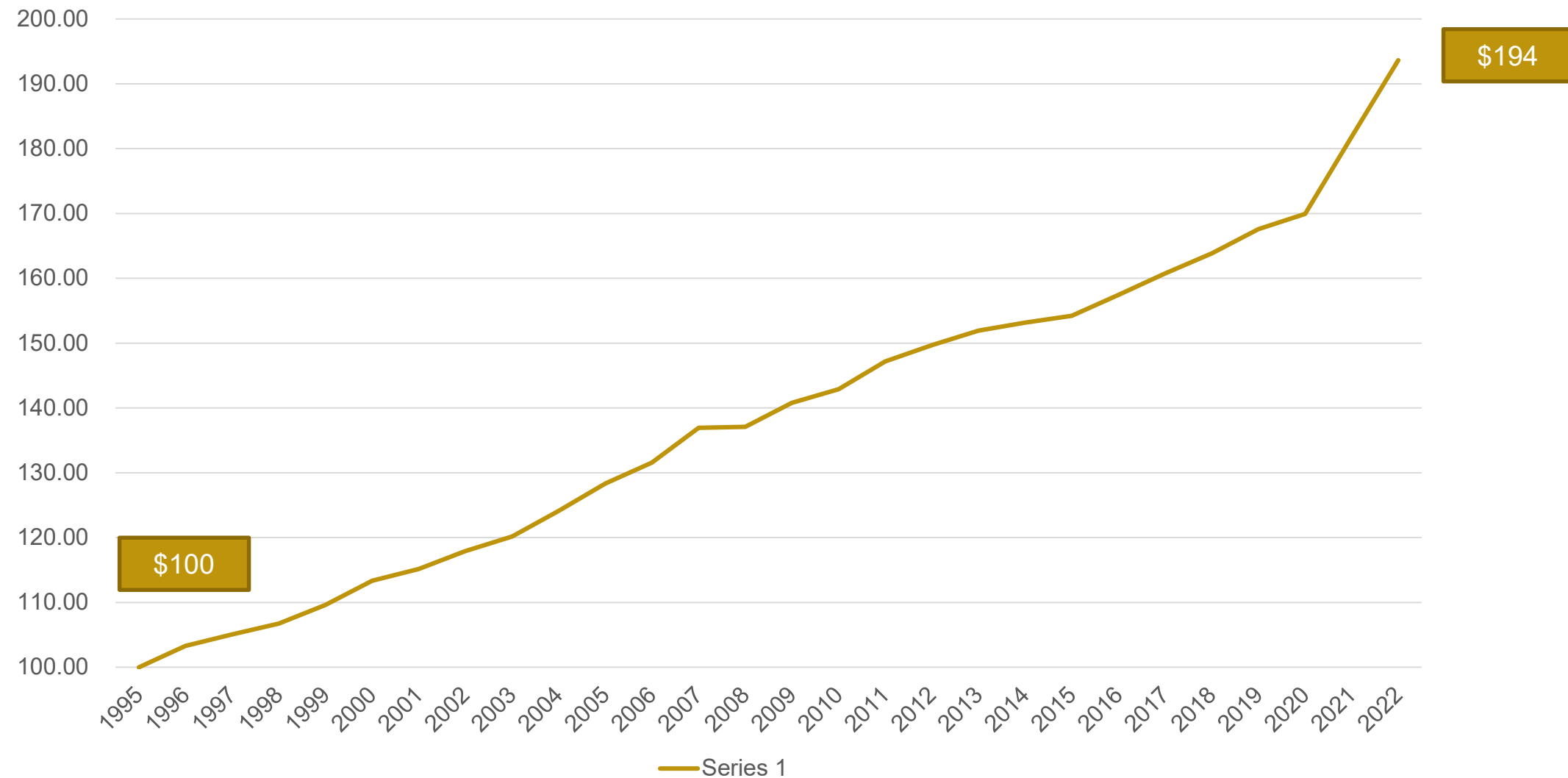
Petty Cash Resolution

- NRS 354.609
 - Requires City Council to set maximum amount on single transactions

Petty Cash Limits

- Currently set for \$100 per transaction
 - Adopted in 1995
- Change to \$200 per transaction
 - Adjusted for inflation

\$100 Adjusted for Inflation



Petty Cash Uses

- Mileage reimbursement (IRS rate)
- Supplies
- Small Tools
- Travel Expenses
- Training Fees
- Meals (under purchasing policy)

Petty Cash Use

(April 22 to April 23)

	Travel/ Training	Supplies	CDL	Food	Grant Funded	Misc	Postage	Total
Finance	12.98	105.38	-	-	-	-	-	118.36
Police	81.40	1,621.23	-	674.57	-	68.00	2.88	2,448.08
Muni Court	-	203.80	-	-	79.48	80.00	-	363.28
Public Works	114.60	271.46	1,723.50	90.72	-	130.00	-	2,330.28
Parks and Rec	-	169.70	-	25.97	-	25.00	-	220.67
	208.98	2,371.57	1,723.50	791.26	79.48	303.00	2.88	5,480.67

Petty Cash Resolution

- Making change to petty cash limits
- Staff is requesting Council to adopt the Resolution Attached to Staff Report