CITY OF BATTLE GROUND
RESOLUTION NO. 2025-04

A RESOLUTION AMENDING THE CITY'S REVOLVING FUNDS

WHEREAS, the system of accounting mandated by the State Auditor's Office of the State of Washington prescribes that all revolving funds be established by Resolution; and

WHEREAS, a revolving fund account is defined as any sum of money or other resources set aside for such specific purposes as minor disbursements, making change or investigating criminal activity; and

WHEREAS, the governing body must authorize each type of revolving fund and all subsequent increases or decreases in the revolving fund amounts; and

WHEREAS, each revolving fund is the responsibility of primarily one employee called the "Custodian"; and

WHEREAS, the Custodian is personally responsible for the value of the fund and to ensure that all policies and procedures are adhered to; if funds are disbursed, it must be replenished at least monthly; and

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BATTLE GROUND, WASHINGTON, AS FOLLOWS:

SECTION ONE: Authorization. The following revolving funds are hereby authorized in the amounts and with the custodians detailed below:

Type of Revolving Fund	Custodian	Authorized Amount
Change drawers for Finance, Parks, Community Development, Court, and Police Department	Amounts of each department's change drawers and custodians as designated in writing by the Finance Director	increased from $3,050 to $3,350
Petty Cash - Parks	As designated in writing by the Finance Director	$200
Police Investigative Funds	As designated in writing by the Finance Director	increased from $900 to $2,000
	Total	**$ 5,550**

SECTION TWO: Procedures. The Finance Director shall adopt such procedures as may be necessary or desirable to implement the provisions of this resolution. Such procedures shall include but not be limited to (1) defining limitations on the use of petty cash accounts, and (2) providing accounting and reporting procedures for operation and replenishment of the revolving funds.

SECTION THREE: SEVERABILITY: In the event that any section, sentence or clause of this resolution shall be held unconstitutional or invalid, such action shall not be deemed to affect any other section, sentence or clause of this resolution.

ADOPTED AT THE REGULAR SESSION OF THE CITY COUNCIL OF THE CITY OF BATTLE GROUND, WASHINGTON, THIS 5th DAY OF MAY, 2025.

Approved:

CITY OF BATTLE GROUND, WASHINGTON

Troy McCoy, Mayor

Attest:

Elizabeth Halili, City Clerk

Approved as to form:

Kirk Ehlis, City Attorney