WASHOE COUNTY

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STAFF REPORT
BOARD MEETING DATE: *February 26, 2019*

DATE: Friday, February 22, 2019

TO: Board of County Commissioners

FROM: Brenda Mathers, Chief Deputy Treasurer, Treasurer's Office
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THROUGH: Tammi Davis, Washoe County Treasurer
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SUBJECT: Recommendation to approve request to increase petty cash fund from [$1,500.00 to $2,000.00] for the Washoe County Sheriff's Office; and, if approved, authorize Chair to execute Resolution for same. (All Commission Districts.)

SUMMARY

A request has been made by the Washoe County Sheriff's Office for a $500.00 increase to their Administrative Petty Cash Fund. This request has been reviewed and approved by both the Treasurer and the Comptroller.

Strategic Objective supported by this item:

Achieving Long Term Financial Sustainability

PREVIOUS ACTION

On August 28, 2012, the Board of County Commissioners approved a request to increase petty cash fund for the Washoe County Sheriff's Office from $1,000 to $1,500.

BACKGROUND

In 2011, the Comptroller's Office reduced the frequency of check runs from weekly to bi-weekly. The Sheriff's Office found it difficult to maintain sufficient funds in their petty cash fund due to the increased waiting time for replenishment checks.

The requested increase will enable them to maintain sufficient funding in between replenishment checks.

FISCAL IMPACT

No fiscal impact to the General Fund.

AGENDA ITEM # _____

<u>RECOMMENDATION</u>

Recommendation to approve request to increase petty cash fund from $1,500.00 to $2,000.00 for the Washoe County Sheriff Administrative Petty Cash Fund and, if approved, authorize Chair to execute Resolution for same.

<u>POSSIBLE MOTION</u>

Should the Board agree with staff's recommendation, a possible motion would be:

Move to approve request to increase Washoe County Sheriff Administrative Petty Cash Fund from $1,500.00 to $2,000.00 and, if approved, authorize Chair to execute Resolution for same.