

**DES MOINES POOL METROPOLITAN PARK DISTRICT
KING COUNTY, WASHINGTON**

RESOLUTION NO. 2018-03

**ESTABLISHING REVOLVING FUND ACCOUNT AND ESTABLISHING
REGISTER IMPREST FUND (PETTY CASH)**

A RESOLUTION of the Des Moines Pool Metropolitan Park District Board of Commissioners establishing a petty cash fund account.

WHEREAS, it would be convenient for the proper handling of the business affairs of Des Moines Pool Metropolitan Park District to open a revolving fund account in a local bank, and to establish an imprest fund to accommodate register funds (fees and change) for the Mt. Rainier Pool and,

WHEREAS, the funds deposited in such account could be used for the purchase of miscellaneous items where charge accounts are not available, and the usual voucher and warrant procedure is not practical or economically feasible; and,

WHEREAS, the establishment of such account and fund would assist the District in properly accounting for its receipts and expenditures; and,

WHEREAS, the Clerk of the Board and the President of the Board of the District should be authorized to sign checks for payment of District expenses; and,

WHEREAS, the U.S. Bank Safeway Branch is conveniently located in the District;

WHEREAS, the sum of \$2,000 is a reasonable sum to be maintained in such revolving fund; and,

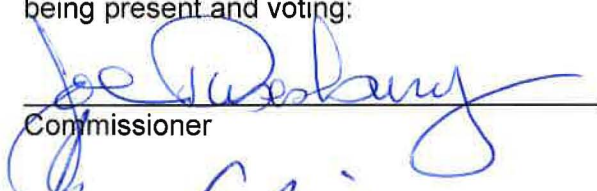
WHEREAS, the sum of \$250 is a reasonable sum to be maintained in the register fund;

RESOLUTION: NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Des Moines Pool Metropolitan Park District does hereby adopt the following resolution:

1. The Board of Commissioners hereby authorizes the establishment of a \$2,000 checking account as the District's revolving fund account at the Safeway Branch of U.S. Bank and further name District General Manager Scott Deschenes and District Clerk Linda Ray to be authorized signatures on such account.
2. A voucher for the amount of \$2,000 will be processed and a warrant deposited into the established Revolving Fund.
3. The sum of \$250 shall be deposited in the imprest register fund.
4. The District General Manager Scott Deschenes and District Clerk Linda Ray are authorized to pay register costs from the Revolving Fund in order to maintain the \$250 balance.
5. The District Clerk is the custodian of the account and is directed to reimburse the account on a monthly basis.

6. Expenditures from the Revolving Fund shall require two authorized signatures on each check.
7. The voucher to be issued to reimburse the account shall have all receipts for expenditures made from such account during the preceding month attached.
8. Payments or purchases through the Revolving Fund shall meet the requirements of the most currently adopted District Finance and Purchasing policy.
9. It is directed that the account shall only be used for authorized District expenditures and shall not be used for advances to any District personnel.

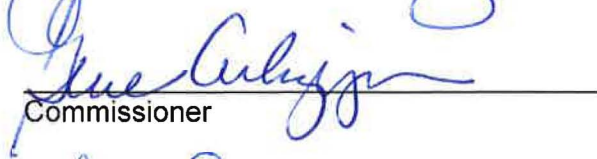
Adoption: ADOPTED by the BOARD OF COMMISSIONERS OF THE DES MOINES POOL METROPOLITAN PARK DISTRICT at an open meeting of such Board on the 7th day of April 2018, the following Commissioners being present and voting:



Commissioner

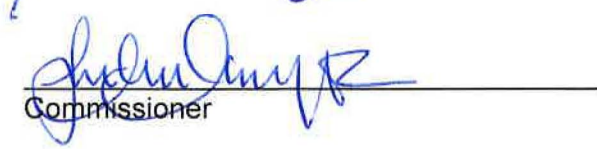


Commissioner



Commissioner

Commissioner



Commissioner



District Clerk