

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: July 11, 2024

PREPARED BY: Arlene Arellano, Accountant

REQUEST: RESOLUTION TO DESIGNATE THE FINANCE DIRECTOR TO BE THE AUTHORIZED AGENT TO ESTABLISH AND AMEND PETTY CASH FUNDS AND GUIDELINES

RECOMMENDATION:

1. Adopt a Resolution entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, DESIGNATING THE FINANCE DIRECTOR AS THE AUTHORIZED AGENT FOR ESTABLISHING, AMENDING, AND TERMINATING PETTY CASH FUNDS THROUGHOUT THE CITY DEPARTMENTS."
2. Authorize the City Manager, through the Finance Director, to establish petty cash guidelines and amend them from time to time.

BACKGROUND/ANALYSIS:

Historically, the City Council established petty cash funds, not to exceed \$500 per department, through a series of individual resolutions, upon request by City departments. These resolutions placed the petty cash funds under the supervision and control of the requesting department. Petty cash funds are on a reimbursement basis with all disbursements made only upon the receipt of a properly executed petty cash voucher and proper backup documentation.

By authorizing the City Manager, through the Finance Director, to establish and amend the petty cash funds and guidelines, this will streamline the process for managing petty cash funds and ensure consistency and accountability across the organization.

Legal Review:

This report has been reviewed by the City Attorney's office.

FINANCIAL IMPACT:

There is no direct financial impact with this action, however petty cash requests will be drawn from approved department budgets.

ATTACHMENT:

1. Resolution: Petty Cash Funds