

AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF VILLAGE PETTY CASH ACCOUNTS

WHEREAS, with the approval of Ordinance # 63 - 2019 Brewster Village Council has adopted a Petty Cash Policy for the departmental operations of the Village, and

WHEREAS, Brewster Village Council desires to establish Petty Cash Accounts for the departmental operations of the Village.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BREWSTER, THAT:

SECTION 1: Brewster Village Council shall establish the Petty Cash Accounts as defined below and said Accounts shall be accordance with the procedures and guidelines provided in the Village Petty Cash Policy adopted by Village Council for the departmental operations of the Village:

A. Utility Office Petty Cash Account

- (1) Authorized amount = \$ 150.00
- (2) Maximum Expenditure = \$ 80.00
- (3) Purpose – Emergency expenditures or purchases requiring cash
- (4) Fiduciary – Village Clerk-Treasurer
- (5) Custodians – Utility Clerk & Assistant Utility Clerk

B. Zoning Petty Cash Account

- (1) Authorized amount = \$ 75.00
- (2) Maximum Expenditure = \$ 75.00
- (3) Purpose – Emergency expenditures or purchases requiring cash
- (4) Fiduciary – Village Clerk-Treasurer
- (5) Custodians – Village Clerk-Treasurer, Assistant Village Clerk-Treasurer, Village Administrator

C. Clerk-Treasurer Petty Cash Account

- (1) Authorized amount = \$ 100.00
- (2) Maximum Expenditure = \$ 80.00
- (3) Purpose – Emergency expenditures or purchases requiring cash
- (4) Fiduciary – Village Clerk-Treasurer
- (5) Custodians – Village Clerk-Treasurer and Assistant Village Clerk-Treasurer

SECTION 2: The above replaces any previous version and supersedes any current regulations for Petty Cash Accounts which may be in conflict.

SECTION 3: This ordinance shall be in full force and effect at the earliest date provided by law.

Mayor Michael E. Schwab

ATTEST:

Village Clerk Treasurer K. Kris King

CERTIFICATE

I, K. Kris King, hereby certify that the above is a true copy of an ordinance passed at a regular meeting of the Brewster Village Council held on September 3, 2019

Clerk K. Kris King

I, K. Kris King, Clerk of the Council of the Village of Brewster, State of Ohio, do hereby certify that there is no newspaper printed in said municipality and that publication of the foregoing ordinance was duly made by posting true copies thereof at five of the most public places in said corporation as determined by Council as follows: Office of Brewster Utilities, Belloni's IGA, Brewster Federal Credit Union, Post Office and Brewster Laundromat.

Clerk K. Kris King