

**ORDINANCE NO. 2023 \_\_\_\_\_**

**Ordinance Authorizing Creation of  
And Establishing Procedures for the  
Petty Cash and Cash Change Funds**

WHEREAS, it is the desire of the Town Council that all public funds of the Town of Apex, North Carolina (hereafter the "Town") be maintained in a secure, efficient and effective manner;

WHEREAS, it is the responsibility of the Finance Officer, who is appointed to supervise the receipt, custody and disbursement of all public funds of the Town;

WHEREAS, the payment of a bill, invoice, or other claim by cash is authorized by G.S. 159-28(d)(4);

WHEREAS, the Finance Officer has prepared and presented to the Town Council detailed Operating Procedures establishing the limits, internal controls, and procedures for the payment of bills, invoices, and other claims under \$100.00 by cash from an imprest fund to be known as the "Petty Cash Fund"; and

WHEREAS, the Finance Officer has prepared and presented to the Town Council detailed Operating Procedures establishing the limits, internal controls, and procedures for providing change from an imprest fund to be known as the "Cash Change Fund" to citizens and customers paying in cash for taxes and services.

**NOW, THEREFORE, BE IT ORDAINED**, by the Town Council of the Town of Apex, North Carolina that:

**Section 1.** The imprest fund to be known as the "Petty Cash Fund" is hereby established in an amount not to exceed \$2,000.00 and the Finance Officer is hereby designated as the initial "Official Custodian" of the Petty Cash Fund. The Finance Officer shall be and is hereby authorized and directed to name a replacement "Official Custodian" when necessary.

**Section 2.** The imprest fund to be known as the "Cash Change Fund" is hereby established in an amount not to exceed \$5,000.00 and the Finance Officer is hereby designated as the initial "Official Custodian" of the Cash Change Fund. The Finance Officer shall be and is hereby authorized and directed to name a replacement "Official Custodian" when necessary.

**Section 3.** The "Petty Cash Fund and Cash Change Fund Operating Procedures" (the "Operating Procedures") established by the Finance Officer, a copy of which is attached to this Ordinance, is hereby approved. The Finance Officer shall be and is hereby authorized to revise the Operating Procedures from time to time and provide a copy as revised to the designated Official Custodians of the Petty Cash Fund and Cash Change Fund and to the Town Council at its next meeting.

**Section 4.** It shall be in the Operating Procedure of the Town that no payments may be made from the Petty Cash Fund unless in compliance with all procurement laws and policies; that all payments made from the Petty Cash Fund be supported by proper documentation and receipts as required by the Operating Procedures established by the Finance Officer; that no

loans or advances be made to employees or Town Council members from the Petty Cash Fund or the Cash Change Fund; and that no amount that may be categorized as employee compensation or as travel advances may be paid in cash. Payment through the Accounts Payable system is always preferable to payment using the Petty Cash Fund.

**Section 5.** The Finance Officer or a Deputy Finance Officer shall review each reconciliation and reimbursement of the Petty Cash Fund and shall approve the supporting journal entries. The Petty Cash Fund shall be reconciled no less frequently than monthly.

**Section 6.** Any shortage in the Petty Cash Fund shall be reported to the Finance Officer. Any shortage in the Cash Change Fund exceeding \$15.00 shall be reported to the Finance Officer.

**Section 7.** This ordinance shall take effect immediately upon its passage.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Jacques K. Gilbert  
Mayor

ATTEST:

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Allen L. Coleman  
Town Clerk

(SEAL)

APPROVED AS TO FORM:

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Laurie Hohe  
Town Attorney