

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: January 9, 2024

Item Details

Presenter(s): Antwan Morrison, Director

Department(s): Finance

Requested Motion

Motion to approve an Ordinance authorizing the creation of the petty cash and cash change drawer funds, as well as establishing operating procedures.

Approval Recommended?

Yes

Item Details

The purpose of petty cash is to provide sufficient cash to cover minor expenditures. The intent is to simplify the reimbursement of staff for small expenditures that do not exceed \$100. The purpose of cash change funds is to provide change to citizens and customers who are paying cash for taxes and/or services. This ordinance is necessary for the Town to legally use petty cash and cash change funds.

The ordinance authorizes the creation of the petty cash and the cash change funds along with establishing operating procedures for both.

Attachments

- CN9-A1: Ordinance - Authorizing Creation of and Establishing Procedures for the Petty Cash and Cash Change Funds
- CN9-A2: Operating Procedures - Ordinance - Authorizing Creation of and Establishing Procedures for the Petty Cash and Cash Change Funds

