



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: July 12, 2023

SUBJECT: Resolution No. 2023-044, increasing the Fair & Exposition Department's Imprest checking account for upcoming food and beverage activity

RECOMMENDED MOTION:

Move approval of Resolution No. 2023-044, increasing the Fair & Expo Department's Imprest checking account fund by \$615,000 in anticipation of the upcoming FairWell Festival and the annual Deschutes County Fair & Rodeo events.

BACKGROUND AND POLICY IMPLICATIONS:

The Imprest account (Account 951-101031) is used by Fair & Expo for the purchase of food and beverage products, primarily alcohol. It is necessary that funds be available prior to events because OLCC requires that payment be made upon delivery for alcoholic beverage items. This checking account is managed by Fair & Expo and overseen through Deschutes County Finance within guidelines established by the Finance department. This increase is larger than previous years due to the size of the Fairwell Festival and associated supply needs based on anticipated product demand.

BUDGET IMPACTS:

This resolution will increase the available funds in the Imprest account for Fund 616 by \$615,000, bringing the fund total to \$650,000. This fund is used to make purchases in advance of resale; the funds are subsequently reimbursed back to the depositing account upon conclusion of the event or events.

ATTENDANCE:

Geoff Hinds, Director, Fair & Expo