

COMMISSION AGENDA

Item No: 7C

Meeting: 01/21/2021

DATE: January 21, 2021

TO: Port Commission

FROM: Eric Johnson, Executive Director
Sponsor: Erin Galeno, Chief Financial & Administrative Officer
Project Manager: Darren Arakaki, Director, Accounting & Port Auditor

SUBJECT: CLOSE PETTY CASH FUND VIA RESOLUTION 2021-03-PT

A. ACTION REQUESTED

Request Commission authorization to close the petty cash fund of \$1,000 via adoption of Resolution 2021-03-PT.

B. BACKGROUND

The Port of Tacoma's petty cash fund of \$1,000 was set up many years ago to transact small purchases that were not cost effective to be handled by checks. The fund was used very infrequently and has not been used over the past year. Port credit cards have replaced the need for the petty cash fund and most small vendors prefer to transact via port credit cards. Eliminating this cash fund also reduces risk of loss and the labor required to monitor the fund.

The State Auditor's Office Budgeting, Accounting and Reporting System Manual in accordance with RCW 43.09.200 requires adoption of Resolution 2021-03-PT to close the petty cash fund.

C. FINANCIAL SUMMARY

The petty cash fund balance of \$1,000 will be deposited into the general fund.

D. ECONOMIC INVESTMENT / JOB CREATION - Not applicable

E. ENVIRONMENTAL IMPACTS / REVIEW – Not applicable

F. NEXT STEPS

Staff recommends the adoption to close the petty cash fund via resolution 2021-03-PT and deposit the funds in the general fund.

Resolution 2021-03-PT



A Resolution of the Port of Tacoma Commission, Tacoma, Washington pursuant to RCW 43.09.200, authorizing the closure of the Port of Tacoma's petty cash fund.

WHEREAS, the Port of Tacoma maintains a petty cash fund of \$1,000.00, as authorized pursuant to RCW 42.26.240; and

WHEREAS, the Port of Tacoma established the petty cash fund many years ago to use for small purchases which were not cost-effective to be handled by check; and

WHEREAS, over time, use of the petty cash fund has been replaced by the use of Port of Tacoma credit cards for these types of small purchases; and

WHEREAS, as a result, the petty cash fund has been infrequently used, and in fact has not been used in the past year; and

WHEREAS, the State Auditor's Budget, Accounting, and Reporting System (BARS) Manual requires that petty cash funds be authorized or modified "in the manner that local legislation is officially enacted," which in the case of the Port of Tacoma, is by Resolution; and

WHEREAS, RCW 43.09.200 mandates the Port of Tacoma to comply with accounting procedures adopted in the BARS Manual; and

WHEREAS, the Port of Tacoma desires to eliminate the petty cash fund and deposit the remaining balance into the general fund.

NOW, THEREFORE, be it resolved by the Port of Tacoma Commission that:

1. The Port of Tacoma petty cash fund is no longer needed for Port operations and is hereby dissolved.
2. The \$1,000 balance in the petty cash fund shall be deposited into the general fund.

ADOPTED by a majority of the members of the Port of Tacoma Commission at a regular meeting held on the 21st day of January, 2021, a majority of the members being present and voting on this resolution and signed by its President and attested by its Secretary under the official seal of said Commission in authentication of its passage this 21st day of January, 2021.

_____, President
Port of Tacoma Commission

ATTEST:

_____, Secretary
Port of Tacoma Commission