

CLARK COUNTY
STAFF REPORT

DEPARTMENT/DIVISION: Public Works / Fleet – Equipment Repair and Replacement (ER&R)

DATE: January 28, 2014

REQUEST: Approve reducing the amount of the Fleet ER&R petty cash fund from \$200.00 to \$100.00.

CHECK ONE: Consent Chief Administrative Officer

PUBLIC WORKS GOALS:

- Provide safe and efficient transportation systems within Clark County
- Continue responsible stewardship of public funds
- Promote family-wage job creation and economic development to support a thriving community
- Maintain a desirable quality of life
- Improve environmental stewardship and protection of natural resources
- Increase partnerships and foster an engaged, informed community
- Make Public Works a great place to work

BACKGROUND: The Fleet Division's ER&R petty cash is seldom used; therefore, a reduction in the fund is recommended by the Internal Audit Department, as per the internal audit conducted in September 2013. Petty cash is only used when we are unable to use a Purchase Order or Purchase Card, and the amount is small. Most generally, the fund is used to pay for weight certificates for new trucks, or small parts.

COMMUNITY OUTREACH: There has been no community outreach for this request.

BUDGET AND POLICY IMPLICATIONS: There are no budget implications and this request more closely follows the County's Internal Control Guidelines.

FISCAL IMPACTS: Yes (See Attached Fiscal Impacts Form) No

ACTION REQUESTED: Approve reducing the Fleet ER&R petty cash fund from \$200.00 to \$100.00.

DISTRIBUTION: Please return original copies of the approved staff report to Public Works Administration and Scott Rod, Operations Manager.



Scott Rod
Operations Manager

APPROVED: 
CLARK COUNTY, WASHINGTON
BOARD OF COMMISSIONERS



Heath Henderson, P.E.
Interim Public Works Director/County Engineer

Jan 28, 2014 SR 23-14

SR/IK

PW 14-011

