

CLARK COUNTY
STAFF REPORT



DEPARTMENT/DIVISION: Clark County Event Center/FSMG
DATE: June 17, 2015
REQUEST: Approve Petty Cash funds for the Clark County Fair
CHECK ONE: X Consent County Administrator

BACKGROUND: The Clark County Event Center and its associated funds were incorporated in 2005 into Clark County's financial system with the formation of the Fairgrounds Site Management Group (FSMG) and the subsequent contract between FSMG and Clark County. Previously the Clark County Fair Association could provide petty cash through its ability to write checks against its budget/line-of-credit with Clark County. With the existing contract between Clark County and FSMG, it is necessary to authorize a similar arrangement to enable FSMG to provide petty cash for the annual Clark County Fair from FSMG's budget.

The County Treasurer will deposit \$167,100 into a separate account with Umpqua Bank. These funds will be used for petty cash draws to ticket booths (\$165,000), the vendor ticket office (\$200), and campground, ticket office and concession auditors (\$1,900). The Treasurer will also deposit \$90,000 into this same account for Premium & Awards checks given to exhibit winners. This second deposit is related to Staff Report 261-05, whereby the BOCC authorized the Clark County Fair Association to issue approximately 2,500 checks to winners rather than using the County's check writing process.

Daily Fair petty cash will be re-deposited into this same Umpqua Bank account.

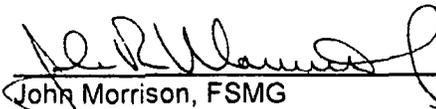
COMMUNITY OUTREACH: Not Applicable

BUDGET AND POLICY IMPLICATIONS: As this is a previously budgeted item for the Event Center, there are no implications. This merely is a funding process for cash necessities of the annual Fair.

FISCAL IMPACTS: Yes (see Fiscal Impacts Attachment) No

ACTION REQUESTED: We request that the Councilors approve this staff report authorizing the Auditor and Treasurer to create and fund a petty cash fund accessible by FSMG for Fair use. \$167,100 will be returned to the County no later than August 31, 2015 and \$90,000 by October 31, 2015.

DISTRIBUTION:
Matt Grady, Auditor's Office
Treasurer's Office
Donna Dowdy, FSMG, Event Center


John Morrison, FSMG
Executive Director


Mark McCauley
County Manager

APPROVED: 
CLARK COUNTY, WASHINGTON
BOARD OF COUNTY COUNCILORS

June 30, 2015
SR 133-15

