

**CLARK COUNTY
STAFF REPORT**



DEPARTMENT: Environmental Services / WSU Extension
DATE: December 17, 2013
REQUEST: Approve closure of WSU Clark County Extension's Petty Cash and Change Funds
CHECK ONE: X Consent CAO

BACKGROUND

Currently, WSU Clark County Extension has three Petty Cash funds. Beginning January 1, 2014, financial responsibility for WSU Clark County Extension will transfer from Clark County to Washington State University and the Petty Cash funds will need to be closed and returned to the Clark County Treasurer's Office by December 31, 2013.

The three funds are;

1. \$75 Petty Cash Fund (WSU EXT-PC – 0001 220) used by for small dollar purchases.
2. \$50 change fund (WSU EXT Change Fund - 0001 221) to be used by WSU Clark County Extension for selling publications and workshop materials and receiving payments for workshop registrations during regular business hours.
3. \$50 change fund (WSU EXT Workshop Change Fund - 0001 222) to be used by WSU Clark County Extension for receiving payment for workshop registrations and selling additional workshop materials outside of regular business hours at workshops and outreach events.

COMMUNITY OUTREACH

N/A

BUDGET AND POLICY IMPLICATIONS

This procedure is consistent with policy and has no implication on WSU Extension's 2013/2014 Biennium Budget.

FISCAL IMPACTS

Yes (see attached form) No

ACTION REQUESTED

Approve closure of WSU Clark County Extension's \$75 Petty Cash Fund (WSU EXT-PC – 0001 220), \$50 Office Change Fund (WSU EXT Change Fund - 0001 221) and \$50 change fund (WSU EXT Workshop Change Fund - 0001 222)

DISTRIBUTION

Please return a signed copy of the staff report to Tom Donovan, DES; Douglas M. Stienbarger, WSU Clark County Extension, Clark County Auditors, and Clark County Treasurer.

Handwritten:
OK
N



Don Benton
Environmental Services Director

Approved:



CLARK COUNTY
BOARD OF COMMISSIONERS

DEC. 17, 2013

SR 268-13

FISCAL IMPACT ATTACHMENT

Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Total						

II. A – Describe the type of revenue (grant, fees, etc.)

Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
Total							

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual						
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total						