



City of Columbus

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Legislation Text

File #: 1464-2013, **Version:** 1

BACKGROUND: This legislation authorizes an increase in the amount of the imprest petty cash operating fund for the Department of Building and Zoning Services to accommodate four additional cashiers in the Customer Service Center. This ordinance would allow for an additional \$800.00 to the imprest petty cash operating fund in an amount not to exceed \$3,650.00. The existing petty cash fund for cash drawers is insufficient to handle the number of cash customers served by the Customer Service Center. The additional cash drawers are being added to permit additional staff to accept customer transactions

FISCAL IMPACT: The 2013 budget for the Department of Building and Zoning Services can accommodate the increase in the imprest petty cash fund.

To provide for an increase, in the amount of \$800.00, in the imprest petty cash operating fund for an additional four (4) petty cash drawers in the Department of Building and Zoning Services; to authorize the expenditure of \$800.00 from the Development Services Fund. (\$800.00)

WHEREAS, the existing cash drawer fund in the Department of Building and Zoning Services is insufficient to handle the number of cash customers served by the Customer Service Center; and,

WHEREAS, the number of cash drawers is also insufficient to handle the number of trained staff processing customer transactions there from; and,

WHEREAS, this legislation authorizes an increase in the amount of the imprest petty cash operating fund not to exceed \$3,650.00 in the Department of Building and Zoning Services; and,

WHEREAS, in the usual daily operation of the Department of Building and Zoning Services it is necessary to authorize an increase the amount of petty cash available to provide sufficient cash drawers in the Customer Service Center thereby preserving the public health, peace, property, safety and welfare; now, therefore

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:

SECTION 1. That the imprest petty cash fund presently provided to the Department of Building and Zoning Services be increased by \$800.00 for a total not to exceed \$3,650.00.

SECTION 2. That the City Auditor shall upon receipt of a voucher approved by the Director of the Department of Building and Zoning Services provide an additional sum not to exceed \$800.00 from the Development Services Fund, Fund 240, No. 43-01, Object Level Three 5520, OCA Code 430386 for use in the daily operation of the cash drawer functions in the Customer Service Center of the Department of Building and Zoning Services.

SECTION 3. That the number of concurrently operable cash drawers within the Department of Building and Zoning Services be increased by four (4).

SECTION 4. That the imprest petty cash fund hereby be increased by \$800.00 and shall be operated by the Director of

the Department of Building and Zoning Services or by an employee designated by her who shall keep an accurate accounting of such monies.

SECTION 5. That this ordinance shall take effect and be in force from and after the earliest period allowed by law.