



# City of Columbus

Office of City Clerk  
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## Legislation Text

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**File #:** 0412-2017, **Version:** 1

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**BACKGROUND:** City Council enacted ordinance #1079-2016 on June 6, 2016, which created the Department of Neighborhoods. The new department consolidated constituent services-Neighborhood Pride, the Community Relations Commission, Neighborhood Liaisons, and the 311 Call Center. This ordinance establishes an imprest petty cash operating fund in the amount of \$300.00 for minor expenditures within the Department of Neighborhoods.

**Fiscal Impact:** To provide the sum of \$300.00 to create an imprest petty cash fund for the Department of Neighborhoods.

To authorize the establishment of an imprest petty cash operating fund for the Department of Neighborhoods; to authorize a transfer of appropriation within the general fund; and to authorize the expenditure of \$300.00 (\$300.00).

**WHEREAS,** City Council authorized the creation of the Department of Neighborhoods via 1079-2016, realigning departmental responsibilities for the 311 Call Center Program, the Community Relations Commission, the Neighborhood Pride Program, and the Neighborhood and Agency Services Program to it; and

**WHEREAS,** it has become necessary to establish an imprest petty cash fund for minor expenditures within the Department of Neighborhoods; and

**WHEREAS,** funding for the imprest petty cash fund will come from the Department of Neighborhoods General Fund Budget; now, therefore

### **BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS**

**SECTION 1.** That the imprest petty cash fund for the Department of Neighborhoods is hereby established.

**SECTION 2.** That the City Auditor shall transfer appropriations from object level 03 - Contractual Services to object level 05 - Other Expenditures, according to the attachment to this ordinance.

**SECTION 3.** That the City Auditor shall upon receipt of a voucher approved by the Director of the Department of Neighborhoods provide the sum of \$300.00, which is hereby authorized for expenditure from the Department of Neighborhoods general fund budget.

**SECTION 4.** That the imprest petty cash fund, as established by \$300.00 shall be operated by the Director of the Department of Neighborhoods, who shall keep an accurate accounting of such monies.

**SECTION 5.** That the auditor has the authority to establish such accounting codes as necessary in order to carry out the purpose of this ordinance.

**SECTION 6.** That this ordinance shall take effect and be in force from and after the earliest period allowed by law.