



TACOMA HOUSING AUTHORITY

RESOLUTION 2009-11-18 (2)

Date: November 18, 2009

To: THA Board of Commissioners

From: Michael Mirra
Executive Director

Re: Establishing Petty Cash Accounts, Appointing Custodians, and Establishing Funding Levels

Background

The Washington State Auditor's Budgeting, Accounting and Reporting System (BARS) manual prescribes that all initial set ups and subsequent increases or decreases of petty cash accounts of local governments be established by Resolution. Resolution 118 (August 16, 1949) set up the initial petty cash accounts for THA and has not been updated since.

THA currently has one petty cash fund in the Finance Department (\$1,000), one in the Rental Assistance Department (\$100), one in the Community Service Department (\$250), one in the Real Estate Management Department (\$400), as well as one managed by United Marketing Inc. for the Wedgewood Apartments (\$200).

The decentralized operations of THA's programs and properties make disbursement by Petty Cash more cost efficient in quick turnaround situations due to the inconvenience and costs of the purchase requisition, purchase order, and check issuance processes. Property Management staff has requested to have petty cash funds at each Asset Management Project under the control of the Site Managers to enable convenient small purchases.

Recommendation

At this time, I recommend that THA establish petty cash funds for each of the Asset Management Projects (AMP) and Local Fund properties to ease the purchasing process at these projects.



TACOMA HOUSING AUTHORITY

RESOLUTION 2009-11-18 (2)

AMENDING RESOLUTION 1949-118, ESTABLISHING PETTY CASH ACCOUNTS, APPOINTING CUSTODIANS, AND ESTABLISHING AUTHORIZED BALANCES

A RESOLUTION of the Board of Commissioners of the Housing Authority of the City of Tacoma

Whereas, the State Auditor's Office prescribes that all Petty Cash Accounts be established by Resolution of the governing body; and

Whereas, Section 8 of THA's Procurement Policy authorizes purchases up to \$500 to be processed through the use of a petty cash account; and

Whereas, THA's Procurement Policy requires THA's finance officer or designee to periodically audit the petty cash accounts; and

Whereas, THA's property management staff have identified the need for additional petty cash accounts to efficiently process small purchases.

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:

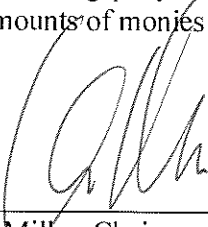
1. The following petty cash accounts are hereby authorized in the amounts and with the custodians and transactions limits detailed below:

Department/Location	Custodian	Authorized Balance	Transaction Limit
Finance / 902 So L	As designated in writing by the Finance Director	\$1,000	\$500
Rental Assistance / 902 So L	As designated in writing by the Real Estate Management Director	\$100	\$50
Community Services / FIC	As designated in writing by the Community Services Director	\$250	\$50
Property Management / Wedgewood Apartments	As designated in writing by the Real Estate Management Director	\$200	\$50

Department/Location	Custodian	Authorized Balance	Transaction Limit
Property Management / Stewart Court	As designated in writing by the Real Estate Management Director	\$250	\$50
Property Management / AMP 1 - M Street	As designated in writing by the Real Estate Management Director	\$250	\$50
Property Management / AMP 2 - 6th Ave	As designated in writing by the Real Estate Management Director	\$250	\$50
Property Management / AMP 3 - Bergerson Terrace	As designated in writing by the Real Estate Management Director	\$250	\$50
Property Management / AMP 4&6 - Old Hillside Terrace	As designated in writing by the Real Estate Management Director	\$250	\$50
TOTAL		\$2,800	

2. The Finance and Administration Director shall adopt such procedures as may be necessary to implement the provisions of this resolution. Such procedures shall include but not be limited to, (1) defining limitations on the use of petty cash funds, and (2) providing accounting and reporting procedures for operation and replenishment of the petty cash accounts.
3. This resolution supersedes prior ones establishing petty cash accounts, appointing custodians for accounts and establishing amounts of monies to be on deposit in each account.

Approved: November 18, 2009



 Ken Miller, Chairman

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Executive Director of the Housing Authority of the City of Tacoma (the "Authority") and keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution No. 2008-11-18 (2) is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a meeting of the Authority held on the 18th day of November, 2009, and duly recorded in the minute books of the Authority.

2. That such meeting was duly convened and held in all respects in accordance with law, and, to the extent required by law, due and proper notice of such meeting was given; that a quorum was present throughout the meeting and a majority of the members of the Board of Commissioners of the Authority present at the meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of November, 2009.



Michael Mirra, Executive Director of the Authority