



TACOMA HOUSING AUTHORITY

RESOLUTION 2015-08-26 (7)

Date: August 26, 2015

To: THA Board of Commissioners

From: Michael Mirra
Executive Director

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

Washington State auditing rules govern THA's use of petty cash accounts. Those rules require the Board by resolution to establish the accounts, their purpose and their allowable balances. The Board has done that. This resolution would lower the allowable balances from \$250 and \$1,000 to \$100 because THA has decreased the use of these accounts.

Background

The Washington State Auditor's Budgeting, Accounting and Reporting System (BARS) manual requires governments using petty cash accounts to adopt resolutions establishing the accounts, their use and their allowable balances. THA Resolution 118 (August 16, 1949) set up the initial accounts for THA. Resolutions 2009-11-18 (2) and 2012-7-25 (1) updated them. The chart below shows, the allowable balances in the various accounts. THA has greatly decreased its use of some of these accounts. For example, the Rental Assistance account was mainly to reimburse applicants for the costs of getting fingerprint cards. THA now uses a screening company and now rarely sends applicants to get fingerprint cards. The accounts for the Departments of Finance and Property Management are mainly for small purchases. Their use has also decreased because THA now uses purchasing cards (P-Cards). The chart also shows the new balances staff recommends:

Petty Cash Account	Present Allowable Balance	Proposed New Balance
Finance/902 South L Street	\$1,000.00	\$100.00
Rental Assistance/902 South L Street	\$ 250.00	\$100.00
Community Services/FIC	\$ 250.00	\$250.00
Property Management/Senior Projects	\$1,000.00	\$100.00
Property Management Family Projects	\$ 250.00	\$100.00
Property Management/Go to Team	\$250.00	\$100.00

Recommendation

I recommend the Board adopt this resolution to decrease the petty cash allowable balances and to state the custodian and transaction limit of each account.



TACOMA HOUSING AUTHORITY

RESOLUTION 2015-08-26 (7)

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

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 management has identified the need to decrease the Rental Assistance petty cash account to efficiently process small purchases and reimbursements; and

WHEREAS, THA's management has also identified the need to decrease the Finance Department and Property Management petty cash accounts to efficiently process small purchases and reimbursements; now, therefore, be it

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

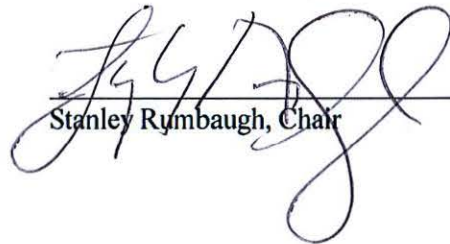
1. The following petty cash accounts are authorized in the amounts and with the custodians and transactions limits showing in the following chart:

Department/Location	Custodian	Authorized Balance	Transaction Limit
Finance / 902 So L	As designated in writing by the Finance Director	\$100	\$50
Rental Assistance / 902 So L	As designated in writing by the Client Services Director	\$100	\$50
Community Services / FIC	As designated in writing by the Client Services Director	\$250	\$50

Department/Location	Custodian	Authorized Balance	Transaction Limit
Property Management / Senior Projects	As designated in writing by the Property Management Director	\$100	\$50
Property Management / Family Projects	As designated in writing by the Property Management Director	\$100	\$50
Property Management / Go-To-Team	As designated in writing by the Property Management Director	\$100	\$50
TOTAL		\$750	

2. The Finance 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. Resolutions prior to this resolution establishing petty cash accounts, appointing custodians for accounts and establishing amounts of monies to be on deposit in each account are rescinded.

Approved: August 26, 2015



 Stanley Rumbaugh, Chair



TACOMA HOUSING AUTHORITY

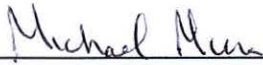
CERTIFICATE

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. 2015-8-26 (7) (the "Resolution") 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 26th day of August, 2015, 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 26th day of August, 2015.



Michael Mirra, Executive Director of the Authority