



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-7-25 (1)

Date: July 25, 2012

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 was updated with Resolution 2009-11-18 (2).

The most recent resolutions approved a petty cash fund in the Rental Assistance Department at \$100 fund. Staff use it primarily to reimburse Rental Assistance and Public Housing applicants for the costs of obtaining fingerprint cards. In 2012 the primary provider of these fingerprint cards, the Law Enforcement Support Agency, raised the costs of these from \$5 to \$10. This increase in costs has fully depleted the Rental Assistance Department petty cash fund, sometimes more than once a week. This resolution would increase the fund to \$250. This will allow a more manageable replenishment cycle.

The resolutions established THA's petty cash funds for the public housing projects at the AMP level. In April 2012 Property Management reorganized its operations from AMPs into groupings based on property types/functional areas: Senior Projects, Family Projects, Hillside Terrace Projects and Maintenance Go-To Team. The authorized AMP petty cash funds no longer align with operations. This resolution would realign them and allow for more efficient use of THA resources.

Recommendation

I recommend the Board approve this resolution to increase the Rental Assistance Department petty cash fund from \$100 to \$250 and realign the existing property management petty cash funds with functional areas.



TACOMA HOUSING AUTHORITY

RESOLUTION 2012-7-25 (1) AMENDING RESOLUTION 2009-11-18 (2), 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 management has identified the need to increase the Rental Assistance petty cash account to efficiently process small purchases and reimbursements; and

Whereas, THA's management has identified the need to realign the Property Management petty cash accounts based on existing functional areas to efficiently process small purchases and reimbursements.

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

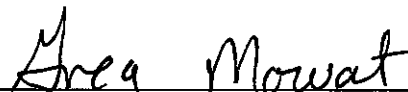
1. The following petty cash accounts are authorized in the amounts and with the custodians and transactions limits detailed below:

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	\$250	\$50
Community Services / FIC	As designated in writing by the Community Services Director	\$250	\$50

Department/Location	Custodian	Authorized Balance	Transaction Limit
Property Management / Wedgewood Apartments	As designated in writing by the Real Estate Management Director	\$200	\$50
Property Management / Senior Projects	As designated in writing by the Real Estate Management Director	\$250	\$50
Property Management / Family Projects	As designated in writing by the Real Estate Management Director	\$250	\$50
Property Management / Hillside Terrace Projects	As designated in writing by the Real Estate Management Director	\$250	\$50
Property Management / Go-To-Team	As designated in writing by the Real Estate Management Director	\$250	\$50
TOTAL		\$2,700	

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 hereby rescinded.

Approved: July 25, 2012



 Janis Flauding, Chair

CERTIFICATE [OPTIONAL SECTION]

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. 2012-7-25 (1) (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 25th day of July, 2012, 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 25th day of July, 2012.

Michael Mirra
Michael Mirra, Executive Director of the Authority