
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 044
EFFECTIVE DATE: 07-03-2012
REVISED: _____
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: PETTY CASH AND/OR BANK ACCOUNT PROCEDURES

- I. PURPOSE:** To establish a policy outlining procedures and policies regarding petty cash, change drawer funds or bank accounts for county departments.
- II. POLICY:** The County recognizes the need for establishment of a petty cash/change drawer fund and bank accounts for certain departments and rules for their use. New accounts shall be established in accordance with Nevada Revised Statutes.
- A. The requesting department must submit a written request to the Treasurer stating the purpose of the fund and the dollar amount needed to cover the anticipated need, with a copy of the request sent to the Comptroller;
 - B. The Treasurer will review the request, must consider the recommendation from the Comptroller and present his/her recommendations to the Board of County Commissioners.
 - C. The Board may approve the account by a formal resolution prepared by the treasurer's office in accordance with the provision of Nevada Revised Statutes.
 - D. Upon approval, a claim will be prepared by the department requesting the funds and forwarded to the comptroller's office to draw the initial check to set up the petty cash/change drawer or bank account. The claim should be made payable to the person who will be responsible for cashing the check.
 - E. It is recommended that no more than two persons be allowed access to the petty cash fund or bank account and that it be kept in a safe place. The people with access are responsible for the balancing of the petty cash or bank account. It is the responsibility of the elected official or department head to insure that the fund is properly maintained.
 - F. Every bank or other account maintained by a department or office of the county must be formally reconciled each month, no later than the end of the month next succeeding the month of the bank statement. Each reconciled account must be dated and signed by the preparer; and reviewed and approved by the department head or elected official. The copy of the signed reconciled account must be sent to the County Comptroller.

- G. All petty cash/change drawer or bank accounts may be audited by the County Comptroller at his/her discretion.

III. REIMBURSEMENT TO PETTY CASH FUND:

- A. Storey County is a sales tax exempt entity. When purchasing items on behalf of the County, reasonable efforts should be used to purchase items without tax. Many vendors are set up for County purchases or procurement cards should be used to take advantage of our tax-exempt status. Failure to do so may result in non-reimbursement of sales tax paid by the employee.
- B. The petty cash fund should be reimbursed no less than monthly and whenever the cash balance gets low. A voucher should be prepared coding the purchases to the proper budget account.
- C. For the petty cash fund, the Receipts and/or Received Slips, plus the remaining monies, should balance to the total amount authorized by the County Commissioners for each department on a monthly basis.

RESPONSIBILITY FOR REVIEW: The County Comptroller or his/her designee will review this policy every 5 years or sooner as necessary.