



WASHOE COUNTY

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CM/ACM _____

Finance _____

DA _____

Risk Mgt. DE _____

HR _____

Other _____

STAFF REPORT

BOARD MEETING DATE: July 14, 2015

DATE: June 23, 2015
TO: Board of County Commissioners
FROM: Frances Finch, Chief Deputy Treasurer, Treasurer
775-328-2510, ffinch@washoecounty.us

THROUGH: Tammi Davis, Treasurer

SUBJECT: Recommendation to establish the Washoe County Sheriff's Office Detective Division investigations petty cash fund, established for investigative expenses for the Washoe County Sheriff's Office Detective Division as required by WCC 15.200, in the amount of \$5,000.00, and if approved, authorize the Chairman to execute Resolution for same. (All Commission Districts)

SUMMARY

The requested petty cash fund has been used for investigation purposes by the Washoe County Sheriff's Office since 1994. Past Comptrollers have looked into the history of the fund and were unable to locate documentation establishing this fund. This fund has been reviewed and acknowledged by the Sheriff's Office, Treasurer, Comptroller and the Internal Auditor.

Washoe County Strategic Objective supported by this item:
Achieving Long Term Financial Sustainability

PREVIOUS ACTION

No previous action to establish a \$5,000.00 petty cash fund for the Washoe County Sheriff's Office Detective Division for investigative expenses has been located.

BACKGROUND

The Washoe County Sheriff's Office Detective Division has used the referenced petty cash fund for investigative purposes on an ongoing basis since 1994.

AGENDA ITEM # 5J3

FISCAL IMPACT

No fiscal impact

RECOMMENDATION

It is recommended to establish the Washoe County Sheriff's Office Detective Division investigations petty cash fund, established for investigative expenses for the Washoe County Sheriff's Office Detective Division as required by WCC 15.200, in the amount of \$5,000.00; and if approved, authorize the Chairman to execute Resolution for same.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

Move to approve a request to establish the Washoe County Sheriff's Office Detective Division investigations petty cash fund, established for investigative expenses for the Washoe County Sheriff's Office Detective Division as required by WCC 15.200, in the amount of \$5,000.00; and if approved, authorize the Chairman to execute Resolution for same

RESOLUTION Establish a \$5,000.00 petty cash fund for investigative purposes for the Washoe County Sheriff's Office Detective Division.

WHEREAS, The Board of County Commissioners of Washoe County, pursuant to NRS 354.609, has the authority to create and fund change and petty cash fund accounts; and

WHEREAS, Washoe County Sheriff's Office Detective Division has requested to establish a \$5,000.00 petty cash fund for investigative purposes to assist in the administration of that office; now, therefore, be it

RESOLVED, BY THE BOARD OF COMMISSIONERS OF WASHOE COUNTY, NEVADA as follows:

1. That, pursuant to the provisions of NRS 354.609, the County Treasurer and the County Comptroller are hereby authorized and directed to take all necessary steps to establish and petty cash account in the amount of \$5,000.00 for the Washoe County Sheriff's Office Detective Division.

2. That said petty cash fund be used exclusively for transactions related to the Washoe County Sheriff's Office Detective Division.

4. That the Sheriff shall henceforth be held accountable for the petty cash fund authorized by this resolution.

5. That the County Clerk is directed to distribute copies of this Resolution to the Washoe County Treasurer, Comptroller, Internal Auditor, Sheriff's Office and the Nevada Department of Taxation.

ADOPTED this 14th day of July 2015

WASHOE COUNTY COMMISSION

By: _____
Chairman

ATTEST:

Washoe County Clerk