

RESOLUTION NO. 21-19

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS APPROVING KITSAP TRANSIT'S PETTY CASH DRAWER POLICY

WHEREAS, at a regular meeting held on December 9, 1982, the Board of Commissioners approved Resolution No. 82-25 authorizing Kitsap Transit staff to establish a petty cash drawer of \$300 in the interest of facilitating de minimis transactions of Kitsap Transit staff; and

WHEREAS, the purpose of the petty cash drawers is to reimburse employees for small purchases on behalf of Kitsap Transit that are of a small or irregular nature; and

WHEREAS, each custodian of petty a cash drawer is responsible for periodically reconciling and replenishing their drawer; and

WHEREAS, Resolution No. 19-35 updated the petty cash amounts to \$450 at Harborside and \$100 at the Charleston Base; and

WHEREAS, Kitsap Transit also maintains a safe (Auto Bank) at its customer service office at the Bremerton Transit Center to facilitate management of ten (10) customer service drawers; and

WHEREAS, customer service staff are each assigned a drawer with two hundred dollars (\$200); and

WHEREAS, customer service staff use the Auto Bank to manage daily deposits and replenish their drawer with small bills by exchanging large bills in the Auto Bank; and

WHEREAS, the Auto Bank securely maintains a balance of two thousand dollars (\$2,000); and

WHEREAS, Kitsap Transit Finance Department reconciles daily transactions and deposits of customer service window sales and periodically places orders for Loomis to replenish the supply of small bills in the Auto Bank; and

WHEREAS, it has been drawn to staff's attention that the State Auditor's Office requires Kitsap Transit to formally include the Auto Bank in its petty cash drawer policy.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves Kitsap Transit's petty cash drawer policy to include two thousand dollars (\$2,000) in the Auto Bank located at the Bremerton Transit Center as provided within this resolution.

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 2nd day of March, 2021.



Robert Putaansuu, Chairperson

ATTEST:



Jill A. Boltz, MMC
Clerk of the Board