

ORDINANCE NO. \_\_\_\_\_

**CASH CHANGE/PETTY CASH FUNDS**

As provided by I.C. 36-4-8-3, the Town Council for the Town of Leo-Cedarville, hereby creates the following funds to serve as the Petty Cash Funds for the following Departments:

<b>Fund:</b>	<b>Department:</b>	<b>Custodian:</b>	<b>Amount:</b>
Office/General	Town Office	Clerk-Treasurer	200.00
Office/General	Town Office	Town Administrator/Town Manager/ f/k/a Zoning Administrator	200.00
Stormwater	Stormwater Utility	Stormwater/ Billing Clerk	150.00

The Town Clerk-Treasurer is hereby authorized to issue warrants in the Town General Fund in favor of each of the above listed Custodians for the above ascribed amounts in order to establish the above listed funds.

The Custodians of each respective fund shall use the fund only to pay for small or emergency items of operating expense. An expenditure from a fund cannot be made without the custodian obtaining a receipt for the expenditure.

The Custodians of each respective fund shall periodically file a claim with the Clerk-Treasurer, attaching with said claim original receipts totaling the cash claimed to be expended so that the Petty Cash Fund may be reimbursed for these expenditures. The claim for reimbursement of any fund shall be approved and made in the same manner as is required for other expenditures of the Town of Leo-Cedarville.

Any individual who holds a position listed above who does not want a Petty Cash Fund shall so notify the Clerk-Treasurer in writing. The entire fund shall be returned to the Town's General Fund if it is not being used. Such notification does not revoke the permission to later use such fund.

This ordinance repeals and supersedes 2006-13 and all prior Petty Cash Fund Ordinances adopted by the Town Council.

Passed and adopted by the Town Council of the Town of Leo-Cedarville, Indiana on this \_\_\_ day of \_\_\_\_\_, 2012.

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John Clendenen  
President

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Paul Steffens  
Council Member

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Tim Richards  
Council Member

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Ted Garton  
Council Member

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Kevin Veatch  
Council Member

ATTEST:

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John Eastes  
Clerk-Treasurer