

**CITY OF TWINSBURG, OHIO**

**ORDINANCE 31-2010 AS AMENDED**

AN ORDINANCE AUTHORIZING REVOLVING PETTY CASH FUNDS AT FOR VARIOUS DEPARTMENTS, REPEALING ALL ORDINANCES IN CONFLICT THEREWITH, AND DECLARING AN EMERGENCY

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**WHEREAS**, currently numerous department within the City have petty cash funds various amounts; and

**WHEREAS**, the existence within Departments of petty cash funds are recognized as beneficial for the convenience of, for example, making change when collecting fees and bills, making small purchases, and paying postage and freight charges due on shipments.

**WHEREAS**, at its meeting held February 1, 2010, the Finance Committee has recommended consolidation of all “petty cash legislation” under one comprehensive ordinance.

**WHEREAS**, on February 9, 2010, City of Twinsburg Council approved the petty cash ordinance, now the Fitness Center would like an additional \$100.00.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Twinsburg, County of Summit and State of Ohio:

**SECTION I:** That the following departments are hereby authorized to draw warrants from the General Funds for sums in the amounts set forth herein for making of change and the payment of such items as said department head may deem proper and expedient upon the receipt of proper receipts therefore. The total amount allowed in the petty cash is TWO THOUSAND ONE HUNDRED DOLLARS (\$2,100.00). The petty cash amounts for each department shall not exceed the following:

<b><u>Department</u></b>	<b><u>Petty Cash Amount</u></b>
Parks	\$50.00
Finance	\$75.00
Fitness Center	\$200.00
Police Department	\$150.00
Sewer Department	\$75.00
Building Department	\$50.00
Golf Course	\$1500.00

**SECTION II:** The Department Heads are further authorized, with proper approval from the Mayor and his/her designate, to replenish such petty cash funds from time to time, up to the maximums herein stated, from the General Fund and to charge expenditures made to their proper accounts.

**SECTION III:** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in open meeting or meetings of this Council, and that all deliberations of this Council were in meetings open to the public and in full compliance with all legal requirements, including without limitations, those set forth in Section 121.22 of the Ohio Revised Code.

**SECTION IV:** That this Ordinance is hereby declared to be an emergency measure, necessary for the immediate preservation of the public peace, health, safety welfare and convenience of the citizens of the City of Twinsburg, and for the additional reason that the petty cash funds within departments will serve to expedite the day to day operation of the administrative business of the City, and provided it receives the affirmative vote of five or more members of Council, it shall take effect and be in force immediately upon its passage and approval of the Mayor; otherwise, it shall take effect and be in force at the earliest period allowed by law.

PASSED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

\_\_\_\_\_  
Sam Scaffide, President of Council

Submitted to the Mayor for approval this  
\_\_\_\_\_ day of \_\_\_\_\_, 2010.

Approved by the Mayor \_\_\_\_\_, 2010.

\_\_\_\_\_  
Katherine A. Procop, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Spraggins, Clerk of Council

**CERTIFICATE OF POSTING**

I, Lisa Spraggins, Clerk of Council of the City of Twinsburg, State of Ohio, do hereby certify that publication of the foregoing ordinances, resolutions was duly made by posting true copies thereof at five of the most public places in said City as determined by Section 113.02 of the Codified Ordinances of the city of Twinsburg; each for the period of fifteen days commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Lisa Spraggins,  
Clerk of Council  
City of Twinsburg