



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: February 21, 2024

Department: Treasurer's Office

Title: Establish Petty Cash Funds for the Marion County Fair

Management Update/Work Session Date: 2/8/24 Audio/Visual aids

Time Required: 5 Min Contact: Jessica Paler Phone: 503-584-7750

Requested Action: Approve orders to establish Petty Cash Funds within the Marion County Community Services Department in the amount of \$100.00 for office supplies and \$500.00 for public competition supplies and judges' fees for the Marion County Fair.

Issue, Description & Background: The Marion County Fair within the Community Services Department would like to establish two petty cash funds. One in the amount of \$100.00 to pay for Fair Office supplies. The other in the amount of \$500.00 to pay for public competition supplies and to pay judges' fees. Both petty cash funds would be used during the Marion County Fair for which payment must be completed with immediacy and for which a PCard can't be used.

Financial Impacts: None

Impacts to Department & External Agencies: This would allow the Fair to better serve those who perform as judges and to better provide staff the ability to help customers during the Fair.

List of attachments: Two Board Resolutions

Presenter: Samuel A. Brentano

Department Head Signature: Samuel A. Brentano

BEFORE THE BOARD OF COMMISSIONERS

FOR MARION COUNTY, OREGON

In the matter of Establishing a Petty Cash)
Fund for the Marion County Fair within the)
Community Services Department.)

ORDER No.

This matter came before the Marion County Board of Commissioners at its regularly scheduled public meeting on Wednesday, February 21, 2024.

WHEREAS, the Marion County Fair within the Community Services Department has identified the need for a petty cash fund to make payment for Fair on site office supplies and miscellaneous needs during the Marion County Fair; and,

WHEREAS, the Marion County Fair within the Community Services Department has made provisions to assure control of the requested petty cash fund and the Marion County Treasurer, and the Marion County Controller have reviewed and approved the proposed control measures in accordance with Marion County Administrative Policy 903; and,

WHEREAS, the Marion County Administrative Policy 903 requires the approval of the County Administrative Officer and the Board of Commissioners to establish petty cash funds; and,

WHEREAS, it appears in the best public interest to establish the change fund for the Marion County Fair within the Community Services Department; now, therefore,

1. IT IS HEREBY ORDERED that a change fund be established for the Marion County Fair within the Community Services Department in the amount of \$100.00.

DATED at Salem, Oregon, this ____ day of _____ 20__.

MARION COUNTY BOARD OF COMMISSIONERS

Chair

Commissioner

Commissioner

Approved:

Chief Administrative Officer

BEFORE THE BOARD OF COMMISSIONERS

FOR MARION COUNTY, OREGON

In the matter of Establishing a Petty Cash)
Fund for the Marion County Fair within the)
Community Services Department.)

ORDER No.

This matter came before the Marion County Board of Commissioners at its regularly scheduled public meeting on Wednesday, February 21, 2024.

WHEREAS, the Marion County Fair within the Community Services Department has identified the need for a petty cash fund to make payment for public competition supplies and to pay Fair judges fees during the Marion County Fair; and,

WHEREAS, it has been determined that there are times when the payment of judges fees must be completed with immediacy and a petty cash fund would provide for the best access and control of funds; and,

WHEREAS, the Marion County Fair within the Community Services Department has made provisions to assure control of the requested petty cash fund and the Marion County Treasurer, and the Marion County Controller have reviewed and approved the proposed control measures in accordance with Marion County Administrative Policy 903; and,

WHEREAS, the Marion County Administrative Policy 903 requires the approval of the County Administrative Officer and the Board of Commissioners to establish petty cash funds; and,

WHEREAS, it appears in the best public interest to establish the change fund for the Marion County Fair within the Community Services Department; now, therefore,

1. IT IS HEREBY ORDERED that a change fund be established for the Marion County Fair within the Community Services Department in the amount of \$500.00.

DATED at Salem, Oregon, this ____ day of _____ 20__.

MARION COUNTY BOARD OF COMMISSIONERS

Chair

Commissioner

Commissioner

Approved:

Chief Administrative Officer