



Deschutes County Board of Commissioners  
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## **AGENDA REQUEST & STAFF REPORT**

### **For Board Business Meeting of November 23, 2015**

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*Please see directions for completing this document on the next page.*

**DATE:** 11/03/2015

**FROM:** Christina Partain                      Finance                      Phone # 541-385-1412

**TITLE OF AGENDA ITEM:**

Consideration of Board Signature of Resolution no. 2015-104, modifying the maximum amount authorized for the Health Services Department's Imprest Checking account from \$1,000 to \$1,500, and closing the Public Health Imprest Checking account.

**PUBLIC HEARING ON THIS DATE?** No

**BACKGROUND AND POLICY IMPLICATIONS:**

Health Services currently has two imprest checking accounts, with an authorized maximum amount of \$1,000 each. They would like to close one of the accounts and increase the authorized balance on the other account to \$1,500.

**FISCAL IMPLICATIONS:**

Ability to handle miscellaneous disbursements for client needs that cannot be met in the regular course of business.

**RECOMMENDATION & ACTION REQUESTED:**

Board signature of Resolution No. 2015-104

**ATTENDANCE:** Sherri Pinner, Christina Partain

**DISTRIBUTION OF DOCUMENTS:**

None

# DESCHUTES COUNTY HEALTH SERVICES MEMORANDUM

**To:** Board of County Commissioner's  
Christina Partain

**From:** Sherri Pinner  
Fiscal Manager

**CC:**

**Date:** 11/19/2015

**Re:** Request to combine two imprest checking accounts and reduce the balance

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Deschutes County Health Services current has two imprest checking accounts. Please let this memo serve as a request to combine these two accounts into one and reduce the balance from \$2,000 to \$1,500.

There has been little activity in one of the accounts and combining these will result in less monthly service charges to our department.

Thank you for your consideration.

REVIEWED

LEGAL COUNSEL

For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

A Resolution Modifying the Maximum Amount  
Authorized for Health Services Imprest Checking  
Account Already Established in Resolution 2002-107.

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RESOLUTION NO. 2015-104

WHEREAS, the Deschutes County Health Services Department has a need for an imprest checking account for handling miscellaneous disbursements to accommodate client needs that must be met in a more timely manner than the regular course of business allows, and

WHEREAS, Resolution no. 2002-107 established a Mental Health Imprest Checking Account in the amount of \$1,000.00, and modified the amount of the Public Health Imprest Checking Account to \$1,000, and

WHEREAS, The Health Services Department has a need for only one imprest checking account and will close the Public Health Imprest Checking Account, and

WHEREAS, ORS 294.465 provides that imprest cash account for handling minor disbursements must be established by resolution of the Board of County Commissioners; now, therefore,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON, as follows:

Section 1. The Checking Account established under Resolution No. 2002-015 and modified by Resolution No. 2002-107 be closed.

Section 2. The Checking Account established under Resolution No. 2002-107 be for the Health Services Department's use, and the maximum amount authorized be increased to \$1,500.00.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

BOARD OF COUNTY COMMISSIONERS  
OF DESCHUTES COUNTY, OREGON

\_\_\_\_\_  
Anthony DeBone, Chair

\_\_\_\_\_  
Alan Unger, Vice Chair

ATTEST:

\_\_\_\_\_  
Recording Secretary

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Tammy Baney, Commissioner