AGENDA REQUEST & STAFF REPORT
For Board Business Meeting of July 18, 2016

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

DATE: July 12, 2016
FROM: Wayne Lowry  Finance  Phone # (541) 388-6559

TITLE OF AGENDA ITEM:
Consideration and signature of Resolution #2016-020, creating a Change Fund for the Gate Activity, increasing the Change Fund, increasing the Imprest Checking Account for the Food & Beverage Activity and increasing the Petty Cash Fund for the duration of the Annual County Fair.

PUBLIC HEARING ON THIS DATE? NO

BACKGROUND AND POLICY IMPLICATIONS:
Consideration of Resolution #2016-020 to establish a Change Fund in the amount of $130,000 to facilitate ticket sales activity, increase the Change Fund for the Food & Beverage activity from $6,000 to $35,000, increase the Imprest Checking Account for Food & Beverage activity from $10,000 to $40,000, and increase the Petty Cash Fund from $700 to $1,500 all for the Annual County Fair.

FISCAL IMPLICATIONS:
Adequate funds are available.

RECOMMENDATION & ACTION REQUESTED:
Approval and signature of Resolution #2016-020

ATTENDANCE: Wayne Lowry

DISTRIBUTION OF DOCUMENTS:
Wayne Lowry, Finance Department 388-6559
Dan Despotopulos, Fair & Expo Center 548-2711
BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

A Resolution Creating a Change Fund for the Gate Activity and Increasing the Change Fund and the Imprest Checking Account for the Food & Beverage Activity and Petty Cash Fund for the duration of the Annual County Fair

WHEREAS, the Deschutes County Fair & Expo Center needs a change fund in the amount of $130,000 to facilitate the ticket sales activity during the Annual County Fair; and,

WHEREAS, the Deschutes County Fair & Expo Center needs to increase its Change Fund for its Food & Beverage activity during the Annual County Fair from $6,000 to $35,000; and,

WHEREAS, the Deschutes County Fair & Expo Center needs to increase its Imprest Checking Account for its Food & Beverage activity during the Annual County Fair from $10,000 to $40,000; and,

WHEREAS, the Deschutes County Fair & Expo Center needs to increase its Petty Cash Fund for its Fair activity during the Annual County Fair from $700 to $1,500; now, therefore,

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

Section 1. That checks totaling $189,800 be drawn to create such accounts.

Section 2. That the change funds be deposited to the County’s General Deposit bank account not more than two (2) business days after the conclusion of the Annual County Fair.

Section 3. That an accounting of the disbursements made from the Imprest Checking Account be prepared and forwarded to the Finance Department not more than two (2) business days after the conclusion of the Annual County Fair.
Section 4. That the reconciled balance in the Imprest Checking Account be reduced to $10,000 by depositing a check into the County's General Deposit bank account not more than two (2) business days after the conclusion of the Annual County Fair.

Section 5. That the reconciled balance in the Petty Cash Fund be reduced to $700 by depositing a check into the County's General Deposit bank account not more than two (2) business days after the conclusion of the Annual County Fair.

DATED this ________th day of July 18, 2016.

BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON

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ALAN UNGER, Chair

ATTEST:

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TAMMY BANEY, Vice Chair

Recording Secretary

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ANTHONY DEBONE, Commissioner