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**CLARK COUNTY
STAFF REPORT**

DEPARTMENT/DIVISION: Clark County Event Center/FSMG

DATE: July 2, 2013

REQUEST: Approve Petty Cash funds for the Clark County Fair

CHECK ONE: Consent County Administrator

BACKGROUND: The Clark County Event Center and its associated funds were incorporated in 2005 into Clark County's financial system with the formation of the Fairgrounds Site Management Group (FSMG) and the subsequent contract between FSMG and Clark County. Previously the Clark County Fair Association could provide petty cash through its ability to write checks against its budget/line-of-credit with Clark County. With the new contract between Clark County and FSMG, it is necessary to authorize a similar arrangement to enable FSMG to provide petty cash for the annual Clark County Fair from FSMG's budget.

The County Treasurer will deposit \$167,100 into a separate account with Sterling Bank. These funds will be used for petty cash draws to ticket booths (\$165,000), the vendor ticket office (\$200), and campground, ticket office and concession auditors (\$1,900). The Treasurer will also deposit \$90,000 into this same account for Premium & Awards checks given to exhibit winners. This second deposit is related to Staff Report 261-05, whereby the BOCC authorized the Clark County Fair Association to issue approximately 2,500 checks to winners rather than using the County's check writing process.

All daily Fair receipts will be deposited in this same FSMG account, and thus the County is reimbursed after the first couple of daily deposits.

COMMUNITY OUTREACH: Not Applicable

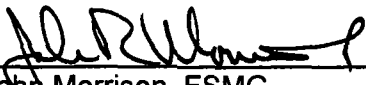
BUDGET AND POLICY IMPLICATIONS: As this is a previously budgeted item for the Event Center, there are no implications. This merely is a funding process for cash necessities of the annual Fair.

FISCAL IMPACTS: Yes (see Fiscal Impacts Attachment) No

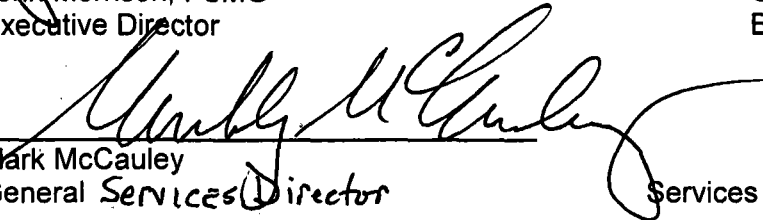
ACTION REQUESTED: That the Board of County Commissioners approve this staff report authorizing the Auditor and Treasurer to create and fund a petty cash fund accessible by FSMG for Fair use. The \$257,100 will be returned to the County and the account closed on the first business day following the close of the Fair.

DISTRIBUTION:

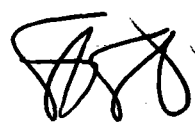
Linda Bade, Auditor's Office
Treasurer's Office
Chaleen Schuch, FSMG, Event Center



John Morrison, FSMG
Executive Director



Mark McCauley
General Services Director


APPROVED: _____
CLARK COUNTY, WASHINGTON
BOARD OF COMMISSIONERS

July 2, 2013
SR 128-13
Director