

# CLARK COUNTY STAFF REPORT

**DEPARTMENT:** Clark County General Services- Tri Mountain Golf Course

**DATE:** December 18, 2018

**REQUESTED ACTION:** Approve Petty Cash Funds for the Tri Mountain Golf Course

Consent  Hearing  County Manager

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## BACKGROUND

The Clark County Tri Mountain Golf Course has had petty cash located at the golf course since Billy Casper Golf began working for the county, at no time have these funds been booked to the proper fund coding. With the existing contract between Clark County and Billy Casper Golf, it is necessary to enable Billy Casper Golf to provide petty cash for the administration of the contract. We will collect back the cash that is currently on location and then the County Treasurer will cut a check for \$2300.00 to Billy Casper Golf from the Tri Mountain Golf Fund 4008 to provide for proper financial tracking of the petty cash funds. These funds will be used to make change for transactions.

These funds will be used for multiple petty cash drawers in the following amounts:

1. \$300 for Pro Shop POS 1 cash register,
2. \$300 for Pro Shop POS 2 cash register,
3. \$150 for the Restaurant POS cash register,
4. \$750 Pro Shop Change Fund,
5. \$100 for the Beverage Cart Change Fund,
6. \$100 for Bar/Special Events Change Fund,
7. \$600 Restaurant Operations Change Fund.

## COUNCIL POLICY IMPLICATIONS

None

## ADMINISTRATIVE POLICY IMPLICATIONS

None

## COMMUNITY OUTREACH

None

## BUDGET IMPLICATIONS


YES	NO	
X		Action falls within existing budget capacity.
		Action falls within existing budget capacity but requires a change of purpose within existing appropriation
		Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.


**BUDGET DETAILS**

Local Fund Dollar Amount	\$2300.00
Grant Fund Dollar Amount	\$0
Account	Fund 4008: Tri Mountain Golf Course
Company Name	Billy Casper Golf

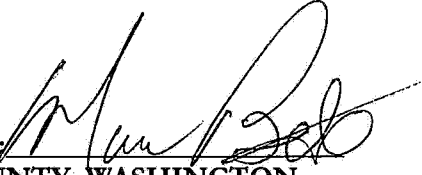
**DISTRIBUTION:** Michelle Schuster, General Services and Brian Michaud, Billy Casper Golf Board staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>

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Michelle Schuster  
Administration and Facilities Manager

  
Michelle Schuster  
Interim Director of General Services

Primary Staff Contact: Michelle Schuster Ext. 4118

APPROVED:   
CLARK COUNTY, WASHINGTON  
BOARD OF COUNTY COUNCILORS  
DATE: Dec-18, 2018  
SR# 197-18



APPROVED: \_\_\_\_\_  
Shawn Hennessee, County Manager

DATE: \_\_\_\_\_

# BUDGET IMPACT ATTACHMENT

## Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

## Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
<b>Total</b>						

II. A – Describe the type of revenue (grant, fees, etc.)

## Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
4008/Tri Mnt. Golf			2300				
<b>Total</b>			2300				

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual						
Supplies						
Travel						
Other: Petty Cash Coding		2300				
Capital Outlays						
Inter-fund Transfers						
Debt Service						
<b>Total</b>		2300				