



Board of County Commissioners Agenda Request

2p
 Agenda Item #

Requested Meeting Date: June 9, 2020

Title of Item: Increase Imprest Funds - License Center

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
--	--	---

Submitted by: Kathleen Ryan, CFO	Department: Auditor
--	-------------------------------

Presenter (Name and Title): Kathleen Ryan, CFO	Estimated Time Needed:
--	-------------------------------

Summary of Issue:

Currently the License Center has an imprest cash amount of \$250.00. Due to changes with deposit structure and the increased customer traffic, it is difficult to have the correct funds to make change when needed and manage the cash register drawers.

We are requesting to increase this amount to \$1,000.00 to allow the License Center to have enough funds to operate efficiently.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve resolution.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No *Please Explain:*

These funds will remain with the License Center and be carried from day to day.

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED June 9, 2020

By Commissioner: xxxx

20200609-xxx

Increase Imprest Cash – License Center

WHEREAS, currently the County License Center has an imprest amount set at \$250.00 and

WHEREAS, that amount is no longer large enough to cover 3 cash registers and provide for the change needed for customer service.

NOW THEREFORE BE IT RESOLVED, that the County License Center's imprest cash fund (cash register and change funds) be set at \$1,000.00 according to M.S. 375.162.

Commissioner xxxx moved for adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 9th day of June, 2020 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 9th day of June, 2020

Jessica Seibert
County Administrator