RESOLUTION TO INCREASE REVOLVING CHANGE BANK

WHEREAS, NRS 354.609 requires the adoption of a resolution to establish revolving accounts; and,

WHEREAS, a revolving account was established on August 15, 1989, and subsequently increased to $6,000 for the Recorder’s Office for the purpose of providing change to customers; and,

WHEREAS, as a result of increased customer volume and the addition of staff, it is necessary to increase the amount of the Recorder’s Office revolving account from $6,000 to $10,000.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Clark County, Nevada, that the amount of the Recorder’s Office revolving cash account shall be increased from $6,000 to $10,000 for the purpose of making change to the County’s customers.

BE IT FURTHER RESOLVED that source of money to be used to increase such account shall come from the Clark County Treasurer.

BE IT FURTHER RESOLVED that the County Recorder will be responsible for the account; however, he/she may designate an individual within the Recorder’s office to maintain the account. Proper documentation of all dispersals from the account will be maintained by the Recorder’s Office.

BE IT FURTHER RESOLVED that any losses, shortages or discrepancies must be reported to the County Comptroller. Losses not covered by insurance are the responsibility of the County Recorder.

BE IT FURTHER RESOLVED that the account will be reconciled no less than once per day.

BE IT FURTHER RESOLVED that the Comptroller’s office will conduct an annual audit of the account and all documents will be retained for at least one (1) full year following the annual audit.

PASSED, ADOPTED AND APPROVED this 19th day of February, 2008.

BOARD OF COUNTY COMMISSIONERS
CLARK COUNTY, NEVADA

______________________________
RORY REID, Chairman

ATTEST:

______________________________
SHIRLEY B. PARRAGUIRRE, County Clerk