RESOLUTION TO CREATE IMPREST ACCOUNT

WHEREAS, NRS 354.609 requires the adoption of a resolution to establish an imprest account; and,

WHEREAS, an imprest account was established for the Department of Social Service, hereinafter referred to as the “Department”, on November 16, 1989, for the purpose of providing cash to clients who are in need of assistance; and,

WHEREAS, it is necessary to increase the imprest account for the Department from $400,000 to $500,000.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Clark County, Nevada, that the imprest account for the Department of Social Services shall be increased from $400,000 to $500,000 to be used for the purpose of providing cash to clients who are in need of assistance.

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

BE IT FURTHER RESOLVED that the Department will continue to use its existing written procedures for controlling the expenditures from such account. The Director of Social Service will be responsible for the account; however, he/she may designate an individual within the Department to maintain the account. Proper documentation of all dispersals from the account will be maintained by the Department, which shall include, but not be limited to, a receipt for each expenditure and an approval signature by the Director of Social Service or his/her designee.

BE IT FURTHER RESOLVED that the maximum dollar amount for any single expenditure from said account shall be stated in the written procedures.

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 Department.

BE IT FURTHER RESOLVED that the account will be reconciled and reimbursed no less often than once per month.

BE IT FURTHER RESOLVED that the County Comptroller will conduct an annual audit of the account, and that all records must be kept in accordance with state law and the County’s records retention schedules.

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

BOARD OF COUNTY COMMISSIONERS
CLARK COUNTY, NEVADA

BY: ____________________________________________
RORY REID, Chairman

ATTEST:

SHIRLEY B. PARRAGUIRRE, County Clerk