RESOLUTION TO ESTABLISH HENDERSON CONSTABLE REVOLVING CHANGE BANK ACCOUNT

WHEREAS, NRS 354.609 requires adoption of a resolution to establish a revolving change bank account; and

WHEREAS, it is necessary to create a $200 revolving change bank account from Henderson Constable Funds to be utilized for the purpose of providing change to Henderson Constable customers paying for services at the Constable’s walk up counter; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of County Commissioners of Clark County, Nevada, establish a Henderson Constable Revolving Change Bank Account in the amount of $200 to be used for the purpose indicated above.

BE IT FURTHER RESOLVED that the source of money to be used to maintain such account shall come from the Henderson Township Constable Fund (5460.200).

BE IT FURTHER RESOLVED that the Henderson Constable will be responsible for the account; however, he/she may designate individuals within the department to maintain the account. Proper documentation of all dispersals from the account will be maintained by the Henderson Constable’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 Henderson Constable.

BE IT FURTHER RESOLVED that the account will be reconciled on a daily basis.

BE IT FURTHER RESOLVED that the Comptroller’s Office will conduct an annual audit of the account, all records must be kept in accordance with State law and the County’s record retention schedules, and that the Henderson Constable’s Office will maintain the fund in accordance with the Minimum Accounting Standards as Ordered by the Nevada Supreme Court.

PASSED, ADOPTED AND APPROVED this 7th day of April, 2015.

BOARD OF COUNTY COMMISSIONERS
CLARK COUNTY, NEVADA

BY: ______________________________
STEVE SISOLAK, Chairman

ATTEST:

LYNN MARIE GOYA, County Clerk