

Napa-Vallejo Waste Management Authority Agenda - Information & Distribution WorkSheet

Agenda Item No: 6B

Date of Agenda Item: 10/7/2010
Originating Dept: Napa-Vallejo Waste Management Authority
Report Written by: Richard Luthy - 707-299-1314
Subject: Imprest Cash Account
Agreement:
Special Instructions:

For CEO Use Only

County Executive Officer Recommends:

Consent €

Administrative €

Set Matter/Public Hearing €
Time: _____

For Clerk's Use Only

Motion and Vote:

(a) ____/____ ____ ____ ____ ____ ____ ____ ____ ____
Mo. 2nd Ayes Noes Exec. Abst. (b) ____/____ ____ ____ ____ ____ ____
Mo. 2nd Ayes Noes Exec. Abst.

Denied € Dropped €

Continued To _____ 2nd Reading On _____ Resolution # _____

Agreement # _____ Ordinance # _____ Budget Transfer # _____



**NAPA-VALLEJO WASTE
MANAGEMENT AUTHORITY**

Agenda Date: 10/7/2010

Agenda Placement: 6B

Napa-Vallejo Waste Management Authority Board Agenda Letter

TO: Board of Directors
FROM: Luthy, Richard - Executive Director
Napa-Vallejo Waste Management Authority
REPORT BY: Richard Luthy, Executive Director - 707-299-1314
SUBJECT: Imprest Cash Account

RECOMMENDATION

ESTABLISH IMPREST CASH ACCOUNT

REQUESTED ACTION: Executive Director requests authorization to establish an Imprest Cash Fund in the amount of \$200 to facilitate the timely purchase of incidental items as may be necessary from time to time.

EXECUTIVE SUMMARY

Purchase of small incidental items such as office supplies, currently requires an NVWMA employee to expend personal funds to be reimbursed by the Authority. The reimbursement process requires a disproportionate amount of paperwork and expenditure of staff time. In the interest of efficiency, a small Imprest Cash Fund would allow the Authority to immediately reimburse an employee and accumulate receipts for submittal, thereby minimizing reimbursement paperwork.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Purchase of small incidental items such as office supplies currently requires an NVWMA employee to expend personal funds which are then reimbursed by the Authority. The current reimbursement process requires a disproportionate amount of staff time and paperwork for each expenditure. In the interest of efficiency, a small Imprest Cash Fund would allow the Authority to immediately reimburse an employee for cash outlays while accumulating receipts for submission to the Auditor to replenish the Fund, thereby minimizing reimbursement paperwork.

The County Auditor Controller has administered Imprest Cash accounts for many years and requires an annual year-end reconcilliation from each entity utilizing these Accounts.

SUPPORTING DOCUMENTS

None

Manager: Approve

Reviewed By: Martha Burdick