

**KITTITAS COUNTY
BOARD OF COUNTY COMMISSIONERS**

RESOLUTION NO. 2017--

**Resolution Establishing Kittitas County Fair
Revolving Fund/Petty Cash Accounts**

WHEREAS, the Kittitas County Fair is August 31st through September 4th, 2017 and;

WHEREAS, the Kittitas County Fair needs a revolving fund/petty cash to start up the County Fair, and;

WHEREAS, the Board of County Commissioners authorize the County Auditor to authorize an advance of up to \$25,000 to establish as revolving fund/petty cash.

NOW, THEREFORE BE IT RESOLVED that an advance of up to \$25,000 be established for the County Fair from the General Fund. This account will allow immediate payment of premiums, and many other items needed during the period the fair is being conducted without going through the formality of a warrant issue.

NOW, THEREFORE BE IT FURTHER RESOLVED the \$25,000 is to remain at that balance at all times: the money in the account and any receipts that have not been reimbursed. There will be no other monies other than the reimbursement deposited into this account. Invoices paid from this account will be reimbursed in a timely manner through the normal voucher run. All requirements apply except that a paid receipt or properly executed invoice voucher will not be required for premiums or prizes disbursed. A list of premium or prizes winners, supplemented by entry record and certified by the Fair board will suffice to evidence expenditures for this purpose. Any single payment to a specific vendor of \$600 or more shall be issued by a separate voucher and is not to be paid from this revolving fund, to meet IRS requirements. At the end of the County Fair period, or within 60 days thereafter, the revolving fund/petty cash shall be closed and the authorized amount shall be remitted to the county auditor, which will be before November 3rd, 2017.

APPROVED this 1st day of August, 2017.

**BOARD OF COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**

Chairman

Vice-Chairman

Commissioner

ATTEST

Clerk of the Board/Deputy Clerk of the Board