

RESOLUTION NO. 1164 (2020)

A Resolution of the Port Commission of the Port of Everett
Superseding all previous resolutions establishing Change Funds and
basic Rules and Regulations.

WHEREAS, the Port of Everett (the "Port") Resolution No. 1100 (2018) authorized Petty Cash and Change Funds in such amounts as were deemed advisable, and

WHEREAS, the Administration office will no longer have the operational need for their \$200.00 Petty Cash Fund, and; the Marina Customer Service Representative will no longer have the operational need for their \$200.00 North Marina Change Fund, and, the Marina Office Representative will no longer have the operational need for their \$350.00 Central Marina Change Fund, and, the Gas Dock will no longer have the operational need for Change Drawers #2 and #3 for \$200.00 each.

NOW THEREFORE IT IS RESOLVED that certain Petty Cash/Change Funds are or have been created to provide for making change as needed.

CHANGE FUND

1. That Change Funds shall be established and kept at the following locations in the amounts set forth.

Petty Cash / Change Funds	Amount
Marina Change Fund	500.00
Total Fund	500.00

2. That the sum of the receipts and cash in each Change Fund shall always be equal to the amounts listed, and any overage or shortage shall be disclosed at time of deposit or reimbursement.
3. That in no event shall funds be used for personal cash advances secured by check or I.O.U.'s.
4. That the Executive Director/CEO shall establish rules and processes related to Petty Cash/Change Funds as provided in the Delegation of Authority.

ADOPTED by the Port Commission of the Port of Everett on the 8th day of December, 2020.

EVERETT PORT COMMISSION

DocuSigned by:


 Glen Bachman, President



 Tom Stiger, Vice President

DocuSigned by:


 David Simpson, Secretary