



May 4, 2016

Whiteland Town Council:

I would like to add this ordinance to the agenda on May 9, 2016 meeting. It is required by SBOA and is a part of the Internal Controls we are required to enact this year.

Thank you,

Debra L. Hendrickson  
Clerk-Treasurer

**ORDINANCE NO. 2016- 03**

**AN ORDINANCE ESTABLISHING A CASH CHANGE FUND**

**WHEREAS**, IC 36-1-8-2 authorizes the Town Council to permit any of its officers or employees having a duty to collect cash revenues to establish a Cash Change Fund;

**NOW, THEREFORE, BE IT HEREBY ORDAINED** by the Town Council of the Town of Whiteland, Johnson County, Indiana:

**Section 1.** Fund established.

- (A) A Cash Change Fund is hereby established for any Town Officer or employee having a duty to collect cash revenues. Such a fund must be established by a warrant drawn on the appropriate fund in an amount determined by the Town Council.
- (B) The officer or employee who is charged with the duty of collecting the cash revenues for the amount deemed necessary shall file an accounts payable voucher for approval by the Town Council. Upon approval of the accounts payable voucher, the Clerk Treasurer shall draw a warrant on the Town General Fund without appropriation, if for civil use, or the operating fund of the proper utility, if for utility purposes. The warrant is to be converted to cash and used to make change when collecting cash revenues, and retained by the officer or employee in whose favor the warrant is drawn, who shall be held individually responsible for the custody and safekeeping of such cash.
- (C) The entire Cash Change Fund is to be returned to the fund from which it was advanced when the fund is no longer needed or must be returned at the conclusion of each term served by the officer or employee drawing the same.

**Section 2.** Cash Change Fund Amounts.

<b>Name of Account</b>	<b>Amount</b>	<b>Fund Type</b>	<b>Custodian</b>	<b>Usage</b>
Whiteland Utilities (Drawer #1)	\$250.00	Cash Change	Utilities Clerk	Year Round
Whiteland Utilities (Drawer #2)	\$250.00	Cash Change	Utilities Clerk	Year Round
Whiteland Police Dept.	\$50.00	Cash Change	Police Secretary	Year Round

Future departments may be added as determined by the Clerk Treasurer with approval of the Town Council.

**Section 3.** Effective date.

This ordinance shall be in full force and effect from and after its adoption by the Town Council. This ordinance shall supersede and replace any previous ordinance or resolution established a cash change fund.

**DULY PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2016, by the Town Council or the Town of Whiteland, Johnson County, Indiana, having been passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

**TOWN COUNCIL OF THE TOWN OF WHITELAND, JOHNSON COUNTY, INDIANA**

	<b>YAY</b> Signature	<b>NAY</b> Signature
Kent Beeson, President		
James Klenner, Vice President		
Andy Brock, Member		
Scot Ford, Member		
David Hawkins, Member		

I hereby certify that the foregoing Ordinance was delivered to Town of Whiteland Town Council on the \_\_\_\_\_ day of \_\_\_\_\_ 2016.

ATTEST: \_\_\_\_\_

Debra L. Hendrickson, Clerk Treasurer

