

**CITY OF BILOXI
AGENDA ITEM
FACT SHEET**

Item No.: 5 A

Council Meeting Date: September 19, 2023

ITEM TITLE: RESOLUTION

INTRODUCED BY: Mayor Andrew "FoFo" Gilich

CONTACT PERSON: E. Michael Leonard, CAO

Diana G. Thornton Manager of Accounting/Controller

SUMMARY EXPLANATION:

Resolution authorizing Petty Cash and Change Funds for Fiscal Year 2023-2024

Resolution _____ Ordinance _____ Public Hearing _____ Routine Agenda

Exhibits for Review

Contract _____ Minutes _____ Plans/Maps _____ Deed _____ Lease _____

Other (Specify):

Submittal Authorization: Council President _____ Mayor

STAFF RECOMMENDATION: Staff recommends approval

COUNCIL ACTION: Motion By: _____ Second By: _____

Vote:	<u>Councilmember</u>	<u>Yes</u>	<u>No</u>	<u>Other</u>	<u>Councilmember</u>	<u>Yes</u>	<u>No</u>	<u>Other</u>
	Lawrence	___	___	___	Tisdale	___	___	___
	Gines	___	___	___	Glavan	___	___	___
	Newman	___	___	___	Barrett	___	___	___
	Deming	___	___	___				

ACTION TAKEN:

Resolution No.

RESOLUTION AUTHORIZING PETTY CASH FUNDS AND CHANGE FUNDS FOR
FISCAL YEAR 2023/2024

WHEREAS, the City of Biloxi maintains petty cash funds for the purpose of expediting small purchases and making changes; and

WHEREAS, for the efficient operation of city departments it is necessary to have petty cash funds and change funds in certain departments and divisions; and

WHEREAS, Section 7-7-60, Mississippi Code of 1972, Annotated, states that petty cash funds may be established by a municipality in accordance with regulations set for the by the State Auditors Office; and

WHEREAS, the State Auditor's regulations require that petty cash funds be authorized by resolution of the municipal governing authority each fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BILOXI, MISSISSIPPI, THAT:

Section 1: Petty Cash Funds and Change Funds are hereby authorized for the following custodians effective for the fiscal year beginning October 1, 2023:

EXECUTIVE

Stacy Thacker	\$500.00	Petty Cash Fund
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LEGISLATIVE – COUNCIL

Michelle Peterson	\$300.00	Petty Cash Fund
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COMMUNITY DEVELOPMENT

Jerry Creel	\$300.00	Petty Cash Fund
Patricia Rose	\$200.00	Change Fund
Felicia Serpas	\$200.00	Change Fund
Julie Suarez	\$50.00	Change Fund
Erica Pustay	\$200.00	Petty Cash Fund
Erica Pustay	\$300.00	Change Fund

CITY OF BILOXI
PETTY CASH FUNDS
FYE 2023-2024
ACCOUNT # 01000-1012

EXECUTIVE

STACY THACKER 500

COUNCIL

MICHELLE PETERSON 300

COMM DEV-J. Creel

JERRY CREEL 300
PATRICIA ROSE 200 CHANGE
JULIE SUAREZ 50 CHANGE
FELICIA SERPAS 200 CHANGE
ERICA PUSTAY 200
ERICA PUSTAY 300 CHANGE

PARKS-S. Bell

JAMIE LEE 100 CHANGE
JAMES PAYTON 50 CHANGE
ONNALEA GAZZO 800

PUBLIC SAFETY-J. Miller, N. Geiser

GENEVIEVE BRACE-POLICE 1000
SHELBY WESCOVICH-FIRE 500
JAY MORGAN 400 CHANGE
O'NEIL ADAMS 5000

ENGINEERING

DOSHA QUAVE 100

TOTAL **10000**

WATER & SEWER-B. Allen

DIANE MERRILL **600** CHANGE

PORT-L. Sablich

CHRISTINA JOHNSON 300
RAYMOND BUXTON 100 CHANGE
FRANKLIN JACKSON 50 CHANGE
LARRY SABLICH 100 CHANGE
550