

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Peggy McCarthy, Interim Finance Director

DATE: February 6, 2012

SUBJECT: Establishment of a \$150.00 Change Fund Level for the Metropolitan Park District (District) Pool

ISSUE

Establish a \$150.00 change fund at the pool to facilitate making change for cash transactions.

FINANCIAL IMPACT

Currency totaling \$150.00 for the change fund will be paid for from the District's proportionate share of the City's checking account (City and District funds are pooled into one checking account).

BACKGROUND

The City of Tukwila Recreation department had established a \$150.00 change fund at the pool before the pool became part of the District. This change fund is currently being used by the pool. Since the change fund was not included in the resolution transferring pool assets from the City to the District, the funds must be returned to the City.

DISCUSSION

Upon approval of the attached draft resolution, the District will establish its own change fund; the City's funds will be returned to the City.

RECOMMENDATION

The Board is being asked to approve a resolution establishing a \$150.00 change fund at the District pool at the MPD Board Meeting of February 13, 2012.

ATTACHMENT

Resolution

Tukwila Metropolitan Park District

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT ESTABLISHING A METROPOLITAN PARK DISTRICT CHANGE FUND LEVEL FOR ITS POOL OPERATIONS.

WHEREAS, the Board of Commissioners of the Tukwila Metropolitan Park District (MPD) has recognized the need to implement and utilize a change fund for its pool operations; and

WHEREAS, there is a need to establish a change fund level in the amount of \$150.00 for the operational efficiency associated with daily cashiering functions and for continued optimal customer service in the processing of cash transactions;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT HEREBY RESOLVES AS FOLLOWS:

The Change Fund level is hereby set as follows:

MPD Pool	Metropolitan Park District Fund 630	\$150.00
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PASSED BY THE BOARD OF COMMISSIONERS OF THE TUKWILA METROPOLITAN PARK DISTRICT at a Regular Meeting thereof this _____ day of _____, 2012.

ATTEST/AUTHENTICATED:

Kathy Hougardy, Clerk of the Board

Verna Seal, President, Board of Commissioners

APPROVED AS TO FORM BY:

Filed with the Clerk: _____
Passed by the Commission: _____
Resolution Number: _____

Lisa M. Marshall, Commission Attorney