

LEGISLATIVE DIGEST

[Administrative Code - Cash Revolving Fund for Office of the Clerk of the Board]

Ordinance amending the Administrative Code to create a cash revolving fund allowing the Office of the Clerk of the Board to keep up to \$100 in petty cash in the office; and making nonsubstantive changes to other sections of the Administrative Code that establish cash revolving funds for City departments.

Existing Law

Article XV of Chapter 10 of the Administrative Code authorizes certain City departments to keep cash in their offices to handle to day-to-day transactions. The Code refers to these petty cash accounts as “cash revolving funds.” The Office of the Clerk of the Board of Supervisors does not currently have a cash revolving fund.

Amendments to Current Law

The ordinance would authorize a cash revolving fund allowing the Clerk’s Office to keep up to \$100 in cash in the office. The ordinance would also reorganize Article XV without making any additional substantive changes.

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