

**TOWN OF ST. JOHN, LAKE COUNTY, INDIANA**

**ORDINANCE NO.: 1600**

**AN ORDINANCE ESTABLISHING A PETTY CASH FUND FOR THE TOWN OF ST. JOHN METROPOLITAN FIRE DEPARTMENT, AND ALL MATTERS RELATED THERETO.**

**WHEREAS**, the Town Council of the Town of St. John, Lake County, Indiana (hereinafter the "Town Council"), has received a request from the Town of St. John Metropolitan Fire Department for consideration of the establishment of a Petty Cash Fund for the Town Fire Department; and

**WHEREAS**, the Town Council has been informed and advised that circumstances exist which require and necessitate the Town St. John Metropolitan Fire Department to expend monies for small and/or emergency items of operating expense; and

**WHEREAS**, the Town Council has been informed and advised that the State of Indiana Board of Accounts requires the establishment of a Petty Cash Fund for this purpose; and

**WHEREAS**, the Town Council has been further informed and advised that the provisions of I.C. § 36-1-8-3, as amended from time to time, authorize the Town Council to establish a Petty Cash Fund for any of its Offices, consistent with the terms and provisions of I.C. § 36-1-8-2, as amended from time to time ; and

**WHEREAS**, the Town Council, being duly advised, and having considered the Town Fire Department request for establishment of a Fire Department Petty Cash Fund for lawful purposes as well as to have funds on hand for use to expend for small and/or emergency operating expense items, now concurs that it is appropriate, advisable, and in the best interests of the Town for the most efficient and business-like conduct of the operation of the Town Metropolitan Fire Department to establish a Petty Cash Fund for the Town Metropolitan Fire Department pursuant to the provisions of applicable law.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA, AS FOLLOWS:**

**SECTION ONE:** That a Petty Cash Fund is hereby established, as authorized under the provisions of I.C. § 36-1-8-3, for the Town of St. John Metropolitan Fire Department, which Petty Cash Fund shall be drawn on an appropriate fund of the Town in an amount determined by the Town Council, or its duly authorized designee, without need for appropriation to be made for it. The Fire Department Petty Cash Fund shall be established in conformance with the requirements of I.C. § 36-1-8-2, as well as the rules, regulations, and requirements of the Indiana State Board of Accounts, as each are amended from time to time.

**SECTION TWO:** That the Chief of the Town Metropolitan Fire Department shall designate a Custodian of the Petty Cash Fund, which Custodian shall use the Petty Cash Fund to pay for small and/or emergency items of operating expense. Further, the Custodian of the Petty Cash Fund shall create and/or supply a receipt for each expenditure made therefrom, and shall account for it in the same manner as is required for other funds of the Town.

**SECTION THREE:** That the Custodian of the Petty Cash Fund shall file a voucher each month, with all original receipts totaling the cash claimed expended being attached to said voucher, so that the Petty Cash Fund can be reimbursed for expenditures made from it. Reimbursement must be approved and made in the same manner as is required for other expenditures of the Town.

**SECTION FOUR:** That the Town Council, or its delegee, shall determine the appropriate amount for the Town Fire Department Petty Cash Fund, consistent with the provisions of applicable laws as stated herein.

**SECTION FIVE:** That all existing Ordinances, or parts thereof, in conflict with the provisions of this Ordinance, are hereby deemed null, void, and of no legal effect, and are specifically repealed.


**SECTION SIX:** If any section, clause, provision or portion of this Ordinance shall be held to be invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Ordinance

**SECTION SEVEN:** That this Ordinance shall take effect, and be in full force and effect from and after approval and adoption by the Town Council of the Town of St. John, Lake County, Indiana, in conformance with applicable law.

**ALL OF WHICH IS PASSED AND ADOPTED THIS 26<sup>th</sup> DAY OF FEB, 2015, BY THE TOWN COUNCIL OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA.**

**TOWN OF ST. JOHN, LAKE COUNTY,  
INDIANA, TOWN COUNCIL**

  
Michael S. Forbes, Town Council President

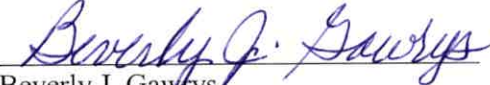
  
Larry Bustamante, Town Council Vice-President

  
Gregory J. Volk, Council Member

\_\_\_\_\_  
Kenneth D. Gembala, Council Member

\_\_\_\_\_  
Mark Barenie, Council Member

ATTEST:

  
Beverly J. Gawrys,  
Chief Deputy Clerk-Treasurer,  
for and on behalf of Clerk-Treasurer  
Sherry P. Sury