



**AGENDA INFORMATION**  
**TIFFIN CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	May 1, 2026
<b>AGENDA ITEM:</b>	Resolution No. 2026-030 – A Resolution to Update the Petty Cash/Change Fund and Policies on Use Thereof
<b>ACTION:</b>	Motion

**Background**

The City maintains petty cash and change funds for City Hall and Parks & Recreation operations to allow for small purchases and to make change where cash is collected. Historically, the City has provided coin change as part of these transactions.

Recently, the City’s financial institution has ceased providing pennies, and pennies are becoming increasingly uncommon in circulation. As a result, maintaining the ability to provide exact coin change is no longer practical or sustainable. This has prompted a review of existing petty cash and change fund policies.

The proposed resolution improves consistency and transparency in cash handling practices and reflects modern banking limitations. Eliminating coin change reduces administrative burden and risk while still allowing residents flexible payment options through account credits or alternative payment methods.

This update does not change the fundamental purpose of petty cash but ensures the policy is practical, enforceable, and aligned with current financial operations.

**Staff Recommendation**

Staff recommends approval of Resolution No. 2026-030, updating the Petty Cash and Change Fund policies to reflect current banking practices and operational needs.

**ATTACHMENTS:** Resolution

## RESOLUTION 2026-030

### A RESOLUTION TO UPDATE THE PETTY CASH/CHANGE FUND AND POLICIES ON USE THEREOF

**WHEREAS**, the City of Tiffin City intends by this Resolution to adopt a system for the authorization, control, implementation and the administration of a Petty Cash/Change Fund by City Hall Employees and Concession Employees; and

**WHEREAS**, the City Council of the City of Tiffin City desires to approve and adopt the policy and procedures for a Petty Cash/Change Fund as being in the best interest of the City of Tiffin City;

**WHEREAS**, with pennies no longer being produced and becoming less common in circulation, providing coin change has become increasingly impractical;

**NOW, THEREFORE BE IT RESOLVED** that the City Council shall implement the following policies and procedures for the authorization, control, implementation and administration of a petty cash fund by City Hall Employees and Parks Employees as follows:

#### ESTABLISH AND ADMINISTER PETTY CASH AND CHANGE FUNDS

##### **Purpose:**

To establish official procedures and guidelines for Petty Cash/Change Fund for City Hall and Concession employees.

##### **Definitions:**

1. Petty Cash – A sum of money set aside for the purpose of paying small obligations for which the issuance of a payment request and warrant would not be cost-effective.
2. Change Fund – A sum of money set aside for the purpose of making change where cash is collected.
3. Custodian – Person in charge of balancing said fund; this being the City Clerk for City Hall and the Parks & Recreation Director.

##### **Policies:**

1. The Petty Cash and Change Fund will be one in the same further known as Petty Cash.
2. Petty cash funds shall be balanced monthly, by the custodian, then verified and signed by the City Clerk or Deputy City Clerk. All copies of the balanced monthly sheet shall be kept for yearly audit review.
3. At the end of each month, the petty cash fund for the City Hall shall be reimbursed to its imprest amount of \$200. The Concessions shall be reimbursed to its imprest amount of \$800.
4. City Hall Change Fund shall be reconciled daily, and deposits shall be made daily to the City's Financial Institution.
5. Park Concessions Change Fund shall be reconciled daily and shall not exceed \$800. Concessions will make deposits daily as needed
6. Petty Cash shall be used for legitimate City purchases only.
7. Petty Cash shall not be used for personal cash advances or to cash personal checks.

8. Petty cash that is advanced for approved purchases must have a receipt for purchase and any change returned to the petty cash fund by the custodian and signed by the custodian.
9. Cash Handling/Change Policy:
  - A. Cash payment received at City Hall shall be applied in full to the customer's account
  - B. The City shall not provide coin change for cash transactions.
  - C. Any overpayment shall be credited to the customer's account
  - D. Residents are encouraged to provide exact change to utilize alternative payment methods.
10. The custodian shall ensure that the following represents the authorized petty cash amount:
  - a. Cash on Hand
  - b. Cash disbursements represented by receipts
  - c. Cash income represented by income register form.
11. Receipts shall be deposited to the depository bank account intact monthly leaving the fund constant.

Fines & Penalties:

Any employee or elected official who ensures unauthorized costs shall be held personally liable for all said costs.

On the 5<sup>th</sup> day of May, 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson \_\_\_\_\_ introduced **RESOLUTION NO. 2026-030, A RESOLUTION TO UPDATE THE PETTY CASH/CHANGE FUND AND POLICIES ON USE THEREOF** and made a motion for approval. Motion seconded by Councilperson \_\_\_\_\_.

Ayes:  
Nays:  
Absent:

Whereupon \_\_\_ Council members were present and voted approval and Mayor Kasperek declared that the **RESOLUTION NO. 2026-030, A RESOLUTION TO UPDATE THE PETTY CASH/CHANGE FUND AND POLICIES ON USE THEREOF** to be adopted and signified his approval of the same by affixing his signature thereto.

Passed by the City Council on the 5<sup>th</sup> day of May 2026.

\_\_\_\_\_  
Tim Kasperek, Mayor

ATTEST:

\_\_\_\_\_  
Abigail Hora, City Clerk