



Board of County Commissioners Agenda Request

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Agenda Item #

Requested Meeting Date: September 14, 2021

Title of Item: Increase Imprest Funds - LLCC

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| <input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY | Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i> | <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* |
| Submitted by: Wendie Bright, Accountant | | Department: Auditor |
| Presenter (Name and Title): Wendie Bright, Accountant | | Estimated Time Needed: |
| Summary of Issue: The LLCC imprest cash was reduced to \$0 when operations stopped due to COVID. Operations have resumed, and imprest funds are needed again for canteen and programming start-up cash. We are requesting to increase the LLCC imprest fund to \$1,000. | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: See attached resolution to approve the increase in LLCC's imprest fund. | | |
| Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> Funds will remain at LLCC (in on-site safe), for use when needed. | | |

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED September 14, 2021

By Commissioner: xxx

20210914-xxx

Increase Imprest Cash - LLCC

WHEREAS, currently Long Lake Conservation Center has an imprest amount set at \$0.00 and;

WHEREAS, operations have resumed at Long Lake Conservation Center and imprest funds are needed for those operations,

NOW, THEREFORE BE IT RESOLVED, that Long Lake Conservation Center's imprest cash fund (canteen starting cash) be set at \$1,000.00 according to M.S. 375.162.

Commissioner xxx moved for adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

**STATE OF MINNESOTA}
COUNTY OF AITKIN}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 14th day of September, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 14th day of September, 2021

Jessica Seibert
County Administrator