

M E M O R A N D U M

DATE: November 27, 2001
TO: The Board of Supervisors
FROM: Needham S. Cheely, III, Director of Parks and Recreation
SUBJECT: Petty Cash - James City County Skate Park and Upper County Park

The attached resolution authorizes the Treasurer to create a petty cash fund of \$100 for the James City County Skate Park for the purpose of making change. In addition, it increases the petty cash fund for Upper County Park from \$100 to \$200. The increase in the Upper County Park petty cash fund is to be able to easily make change during peak summer use.

Staff recommends approval of the attached resolution.

Needham S. Cheely, III

CONCUR:

Anthony Conyers, Jr.

NSC/tlc
pettypkash.mem

Attachment