

CLARK COUNTY STAFF REPORT

DEPARTMENT: Clark County Event Center/FSMG

DATE: July 11, 2017

REQUESTED ACTION: Approve Petty Cash funds for the 2017 Clark County Fair

Consent Hearing County Manager

BACKGROUND

The Clark County Event Center and its associated funds were incorporated in 2005 into Clark County's financial system with the formation of the Fairgrounds Site Management Group (FSMG) and the subsequent contract between FSMG and Clark County. Previously the Clark County Fair Association could provide petty cash through its ability to write checks against its budget/line-of-credit with Clark County. With the existing contract between Clark County and FSMG, it is necessary to authorize a similar arrangement to enable FSMG to provide petty cash for the annual Clark County Fair from FSMG's budget.

The County Treasurer will deposit \$167,100 into a separate account with Umpqua Bank. These funds will be used for petty cash draws to ticket booths (\$165,000), the vendor ticket office (\$200), and campground, ticket office and concession auditors (\$1,900). The Treasurer will also deposit \$90,000 into this same account for Premium & Awards checks given to exhibit winners. This second deposit is related to Staff Report 261-05, whereby the BOCC authorized the Clark County Fair Association to issue approximately 2,500 checks to winners rather than using the County's check writing process.

Daily Fair petty cash will be re-deposited into this same Umpqua Bank account. Any unused funds will be returned to the County by August 31, 2017 along with receipts of expenditures. A listing of all exhibitor checks issued will be submitted to the County along with any unused funds by October 31, 2017.

COUNCIL POLICY IMPLICATIONS

None

ADMINISTRATIVE POLICY IMPLICATIONS

None

COMMUNITY OUTREACH

None

BUDGET IMPLICATIONS

As this is a previously budgeted item for the Event Center, there are no implications. This merely is a funding process for cash necessities of the annual Fair.

YES	NO	
X		Action falls within existing budget capacity.
	X	Action falls within existing budget capacity but requires a change of purpose within

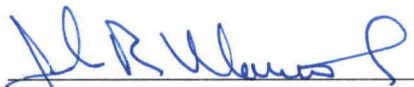
		existing appropriation
	X	Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

BUDGET DETAILS

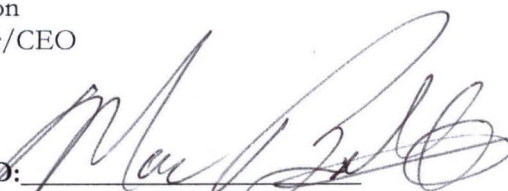
Local Fund Dollar Amount	\$257,100
Grant Fund Dollar Amount	0
Account	Event Center Fund
Company Name	Umpqua Bank

DISTRIBUTION:

Board staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>



John Morrison
Fair Manager/CEO

APPROVED: 
CLARK COUNTY, WASHINGTON
BOARD OF COUNTY COUNCILORS

DATE: 7-11-17

SR# SR 138-17



APPROVED: _____
Bob Stevens, Deputy County Manager

DATE: _____