

**RESOLUTION NO. 406**

**AMENDING THE 2011 MENTAL HEALTH DEPARTMENT BUDGET:  
ESTABLISHING A PETTY CASH FUND**

Introduced: 10/11/11

By Audit and Finance Committee:

WHEREAS, The Albany County Mental Health Department has requested authorization for a petty cash account of \$50 for day to day operation of the Department, and

WHEREAS, The Department of Mental Health needs a petty cash system to have cash readily available for clients who self pay and make co-payments in cash and need change, now, therefore be it

RESOLVED, By the Albany County Legislature that a petty cash fund be established for the Albany County Mental Health Department for its daily operation and that said fund be limited to \$50 and may be replenished from time to time from funds appropriated for such purpose, and, be it further

RESOLVED, That Appropriation Account A4310.4 of the 2011 Mental Health Department Budget is amended as follows:

Decrease Line Item A4310 4 4046 Fees for Service by \$50

Create and Increase Line Item A4310 4 4804 Petty Cash Fund by \$50

and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

*Adopted by unanimous vote. 10/11/11*