

1 **BOARD OF SUPERVISORS, COUNTY OF LAKE, STATE OF CALIFORNIA**

2 **RESOLUTION NO. _____**

3
4 **A RESOLUTION AUTHORIZING AN INCREASE IN PETTY CASH FOR THE OFFICE OF**
5 **VITAL RECORDS AND REGISTRATION**

6 **WHEREAS** Resolution No. _____ established a petty cash fund in the amount of
7 \$50 for the Office of Vital Records and Registration (“Vital Stats) of Lake County Health
8 Services (“Department”); and

9 **WHEREAS**, prior to the fiscal year 2025/2026 the Department approved \$50 petty
10 cash fund to meet operational needs, and it has been audited annually as such; and

11 **WHEREAS** the Director of Health Services determined the Department’s needs can
12 be best met with \$150 petty cash fund for public transactions related to fees for services
13 provided by Vital Stats.

14 **NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Lake County,
15 State of California, that:

- 16
17 1. The petty cash fund for the Office of Vital Records and Registration of Lake County Health
18 Services shall be set at \$150.

19 ///
20 ///
21 ///
22 ///
23 ///
24 ///
25 ///
26 ///
27 ///
28 ///

1 **THIS RESOLUTION** was passed and adopted by the Board of Supervisors of the County of
2 Lake at a regular meeting thereof on the _____ day of _____, 2026 by the
3 following vote:

4
5
6 **AYES:**

7 **NOES:**

8 **ABSENT OR NOT VOTING:**
9
10
11

12 **ATTEST: SUSAN PARKER**
13 Clerk to the Board of Supervisors

COUNTY OF LAKE

14
15 By: _____
16 Deputy

Chair, Board of Supervisors

17
18 **APPROVED AS TO FORM:**
19 **LLOYD GUINTIVANO**
County Counsel

20
21 By: _____
22
23
24
25
26
27
28