

Item 28



Travis County Commissioners Court Agenda Request

Meeting Date: May 21, 2013
Prepared By/Phone Number: Chief Deputy Don Bowne, 854-9488
Elected/Appointed Official/Dept. Head: Maria Canchola
Commissioners Court Sponsor: Margaret Gomez

AGENDA LANGUAGE:

AUTHORIZE ESTABLISHMENT OF A \$200 CHANGE FUND TO SUPPORT CUSTOMER TRANSACTIONS AT THE PRECINCT FOUR CONSTABLE'S OFFICE.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Please see attached.

STAFF RECOMMENDATIONS:

Please see attached.

ISSUES AND OPPORTUNITIES:

Please see attached.

FISCAL IMPACT AND SOURCE OF FUNDING:

None.

REQUIRED AUTHORIZATIONS:

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials should be submitted as a pdf to the County Judge's office, agenda@co.travis.tx.us by **Tuesdays at 5:00 p.m.** for the next week's meeting.

Memorandum



To: Members of the Commissioner's Court
From: Maria Canchola, Constable – Precinct Four
Date: December 3, 2012
Re: Request for Change Fund

Proposed Motion

A. Consider and take appropriate action to approve application by the Office of the Constable – Precinct Four to establish a \$200 change fund.

Summary Information

Our office collects fines and fees from the public. The absence of a change fund requires customers to come with exact change in order to clear their warrants. Accepting an overpayment from a customer, because they do not have exact change, would result in extra expense and inefficiency because the County would have to issue and mail a refund check for the overage. In order to collect the fines and fees due, sometimes our helpful staff ends up making change for from their own pocket.

Establishment of a \$200 change fund will allow the Precinct Four Constable's Office to better serve our customers. We will improve the timeliness of collections by not having to turn away customers wanting to resolve their outstanding warrants due to an inability to make change for a twenty or hundred dollar bill.

The new change fund would be subject to standard accounting controls and regular audits.

REQUEST FOR ADJUSTMENT TO
CHANGE FUND OR PETTY CASH FUND

Office/Department: Marica Canchola, Travis County Constable, Pct. 4 Dep#34

Request for Adjustment to (1) Change Fund (2) Petty Cash Fund (Circle one only)

Current Balance: \$ 0.00 (a) This should include total funds held for the office/department.

Requested Increase: \$ 200.00 (b) Please provide justification for requested increase in the space provided. Also, please provide source of funds to be used to establish increase.

Requested Decrease: \$ () (c) Please provide justification for requested decrease. Also, please provide a copy of deposit warrant issued by County Treasurer's Office

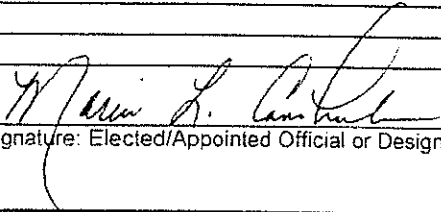
Revised Balance: \$ 200.00 (d) Amount to be presented to Commissioners' Court for approval.

Justification for Adjustment: (attach supporting documentation as necessary)

- Establish new fund (provide details)
- Increase current fund (provide documentation of increased requirements)
- Decrease current fund
- Seasonal increase in collections (provide documentation of increased requirements)
- Seasonal reduction in collections
- Eliminate fund -- no longer needed
- Other

To establish a change fund for the office which will in turn increase customer service and reduce the number of small refund checks issued from our office due to the lack of a change fund.

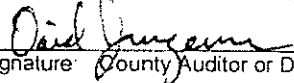
Source Fund: Criminal Warrant Fees - Fund: 0001 Cost Center: 134002001 GL:420200


Signature: Elected/Appointed Official or Designee

12-4-12
Date:

Request Approved

Request Denied


Signature: County Auditor or Designee

1/25/13
Date:

Comments: