



Travis County Commissioners Court Agenda Request
Travis County Health Facilities Development Corporation
Travis County Capital Industrial Development Corporation
Travis County Cultural Education Facilities Finance Corporation
Travis County Housing Finance Corporation
Travis County Development Authority

Meeting Date: November 5, 2013

Prepared By/Phone Number: Andrea Shields, Manager/854-9116

Elected/Appointed Official/Dept. Head: Leslie Browder, County Executive, Planning and Budget/854-9106

Commissioners Court Sponsor: Samuel T. Biscoe, President

AGENDA LANGUAGE:

Consider and take appropriate action to approve a check approval form for budgeted expenses.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS: See attached backup.

STAFF RECOMMENDATIONS: Staff recommends approval.

ISSUES AND OPPORTUNITIES: None.

FISCAL IMPACT AND SOURCE OF FUNDING: None.

REQUIRED AUTHORIZATIONS: Andrea Shields, Manager/854-9116; Leslie Browder, County Executive, Planning and Budget/854-9106

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must 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.

Travis County Housing Finance Corporation
700 Lavaca, Suite 1560
Austin, Texas 78701
Telephone: (512) 854-9116
Fax: (512) 854-4210

Memo

October 29, 2013

To: Board of Directors

From: Andrea Shields, Manager

Re: Request for approval of in-budget check form and setting a spending floor

The Corporation's staff is requesting approval of a form for check approval of budgeted items and is requesting the Board set a spending floor on all expenses. The proposed form would accompany checks for expenses that are already included in the Board approved Corporations' budgets and are below a Board approved spending floor (for example, \$2,000 in a single transaction).

For your information, and to assist with setting the check floor, the following tables illustrate the average check amount for checks written by the Housing Finance Corporation and the Health Facilities Development Corporation for Fiscal Years 2012 and 2013. The tables also include the minimum and maximum check amounts in the range.

Housing Finance Corporation		Health Facilities Development Corporation	
Check Amount		Check Amount	
\$1,166.45	AVERAGE	\$807.58	AVERAGE
Check Amount Range		Check Amount Range	
\$12.00	LOW	\$100.00	LOW
\$7,677.88	HIGH	\$3,362.41	HIGH

The amounts shown do not include transfers to Travis County, as those amounts are part of the budget approval process by the Board every September. Please note that the bulk of the checks cut from the Health Facilities Development Corporation are for the Travis County Wellness Program.

The example on the proposed form included in your backup is a check for \$150 for the Wellness Program. Since the Wellness Program has an annual budget approved by the Board (\$30,000 in recent years) and the check would be lower than the spending floor, this form could accompany the check for signing to the appropriate parties. This would limit the Board's time reviewing and approving all Corporations' checks.

A full listing of checks and transactions could accompany the Corporations' quarterly financial reports or be made available to any Board member at any time upon request, for maximum transparency.

It should be noted that the Auditors' Office has reviewed and approved use of the proposed form.

The Corporation staff recommends approval of setting a spending floor so that only expenses over that floor or out of the ordinary requests would need full Board approval. Additionally, staff recommends approval of the proposed form to allow for greater efficiency in day to day operations of the Corporations.

Please give me a call if you have any questions.

cc: Board of Directors
Leslie Browder, County Executive, Planning and Budget

PROPOSED FORM FOR CHECK APPROVAL OF BUDGETED ITEMS

Date: 01/01/14
 Corporation: HFDC
 Reason for Expense: Wellness Program
 Vendor: ABC Vendor
 Invoice #: 0001

 Amount of Check: \$150.00
 Check #: 1501
 Checking Account Name: HFDC JPM

 Floor Amount \$2,000

Budget	YTD Expense	Current Budget Balance	Current Request
\$30,000.00	\$2,100.00	\$27,900.00	\$150.00

Signature _____
 Name (print) _____
 Date _____

 Signature _____
 Name (print) _____
 Date _____