



Travis County Commissioners Court Agenda Request

Meeting Date: December 3, 2013

Prepared By/Phone Number: Lisa Rush, 4-9290

Elected/Appointed Official/Dept. Head: Steven Broberg, Director, RMCR *S. Broberg*

Commissioners Court Sponsor: Judge Samuel T. Biscoe

AGENDA LANGUAGE:

Consider and take appropriate action on request to increase the Law Library change fund balance.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

The Travis County Law Library maintains a change fund of \$176 to:

- Make change for print outs/faxes in two locations.
- Enable the copiers to make change for single- and five-dollar bills.

Staff is requesting a \$126 increase to the change fund to:

- Provide change when more than one patron pays for printouts/faxes with a twenty-dollar bill or need change.
- Provide change when a patron needs to change for a twenty-dollar bill for the copiers.
- Enable the second Granger copier to make change for one- and five-dollar bills.

STAFF RECOMMENDATIONS:

Staff recommends increasing the change fund from \$176 to \$302.

ISSUES AND OPPORTUNITIES:

Increasing the two cash drawer change funds from \$50 to \$100 will enable the Law Library better make change for patrons paying with twenty-dollar bills.

The copier change fund needs adjustment because the Law Library replaced two copiers and added a third. All three copiers require \$34 in coins to make change for photocopies.

FISCAL IMPACT AND SOURCE OF FUNDING:

A deposit into the legal research fee revenue account 1570060100 (commitment item 420500) will be shorted \$126. The combined change funds will increase by \$126 to a total of \$302.

REQUIRED AUTHORIZATIONS:

Auditor's Office

ATTACHMENT:

Form "Request for Adjustment to Change Fund or Petty Cash Fund"

**REQUEST FOR ADJUSTMENT TO
CHANGE FUND OR PETTY CASH FUND**

Office/Department: Records Management (RMCR) - Law Library

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

Current distribution of balances: \$ 38 Granger copier coin box
\$ 50 Granger cash drawer
\$ 38 Courthouse copier coin box
\$ 50 Courthouse print outs cash drawer

Current Total Balance: \$ 176.00 (a) This should include total funds held for the office/department.

Change needed + \$ 34 for second new Granger copier coin box
- 8 because replacement Granger and Courthouse copiers coin boxes hold \$34 to make change.
+ \$ 50 Granger cash drawer (new total for cash drawer \$100)
+ \$ 50 Courthouse print outs cash drawer (New total for Courthouse print outs cash drawer = \$100)

Requested Increase: \$ 126.00

Requested Decrease: \$ (_____)

Revised Balance: \$ 302.00 (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

The Granger Law Library added a second copier. Need additional \$34 for it to make change.
The Library and courthouse copiers were replaced with copiers that need \$34 (not \$38 like the old copiers) to make change.
Both cash drawers are used to make change for patrons paying for printouts or needing dollar bills for the copiers. (Granger & Courthouse)
We need to be better able to make change when multiple patrons pay with twenty-dollar bills.
New distribution of balances:
Granger cash drawer = \$100
Granger copier #1 = \$34
Granger copier #2= \$34
Courthouse printout cash drawer = \$100
Courthouse copier = \$34
Source of funds: SAP revenue account to be shorted via a deposit is 1570060100 Legal Research Fee, Commitment Item 420500

Signature: Elected/Appointed Official or Designee _____ Date: _____

Request Approved _____	Request Denied _____
Signature: County Auditor or Designee _____	Date: _____
Comments:	