



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: January 3, 2024

SUBJECT: Approval of Resolution No. 2024-001 authorizing an increase in change funds maintained by the County Clerk's Office

RECOMMENDED MOTION:

Move approval of Resolution 2024-001, raising the County Clerk's Office change fund by \$350 and bringing the fund total to \$900.

BACKGROUND AND POLICY IMPLICATIONS:

Deschutes County Policy No. F-8 Petty Cash requires authorization by the Board when a department requests the establishment of or an increase in petty cash. The current policy does not address an increase in change funds, but a similar process is being followed.

In March 2015, the Board approved Resolution No. 2015-014, increasing the change fund by \$200 from \$350 to \$550.

The County Clerk's Office is requesting an increase in their current change fund by \$350, from a total of \$550 to \$900. The increase will allow the Clerk's Office to balance the amounts in their three cash drawers, allowing change available for cash transactions.

If approved by the Board, the transaction will be processed and documented within the Tyer/Munis EERP financial system.

BUDGET IMPACTS:

None.

ATTENDANCE:

Robert Tintle, Chief Financial Officer
Steve Dennison, County Clerk