

STAFF REPORT

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DATE: August 20, 2013

DEPARTMENT: Auditor's Office – Recording/Marriage License Dept

TYPE OF REPORT: Change Fund

SPECIFIC REQUEST: To request seven additional change funds of \$250 for receipting in the Recording/Marriage License cash drawers

CHECK ONE:  CONSENT \_\_\_\_\_ DISCUSSION \_\_\_\_\_ CAO AUTHORITY \_\_\_\_\_

**BACKGROUND**

The recording department of the Auditor's office is responsible for receiving documents from the public and making them a permanent record. In recording the documents, staff receives money and has to make change for customers. This requires staff to have start up cash in their cash drawers in order to make change.

Now that we are cross training staff from other offices, we are requesting change funds for those staff when performing Recording/Marriage License transactions.

**POLICY IMPLICATIONS / COMMUNITY OUTREACH**

There are no policy changes. The policy will continue to be to deliver recording and marriage license services to the public. This request will allow us to assist additional customers with another cash drawer.

**ACTION REQUESTED**

General Fund

This request is to add seven additional cash drawer change fund of \$250 each for a total of \$1,750.

**BUDGET IMPLICATIONS**

There is no budget implications associated with this request.

**DISTRIBUTION**

Greg Kimsey, Mark Gassaway, Sandra Hall, Paul Harris (Auditor's Office)

Michael Fish, (Treasurer's Office)

PRIMARY STAFF CONTACT: Paul Harris

  
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Clark County Auditor Greg Kimsey

Approved   
CLARK COUNTY BOARD OF COMMISSIONERS

September 3, 2013  
SR 177-13

