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STAFF REPORT

DATE: April 3, 2013
DEPARTMENT: Auditor's Office – Recording/Marriage License Dept
TYPE OF REPORT: Change Fund
SPECIFIC REQUEST: To request four 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 four additional cash drawer change fund of \$250 each for a total of \$1,000.

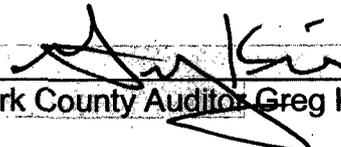
BUDGET IMPLICATIONS

There is no budget implications associated with this request.

DISTRIBUTION

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Michael Fish, (Treasurer's Office)

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Clark County Auditor Greg Kimsey

Approved 
CLARK COUNTY BOARD OF COMMISSIONERS

April 16, 2013

SR 061-13

