

# CLARK COUNTY STAFF REPORT

DEPARTMENT: Clerk's Office

DATE: October 03, 2018

REQUESTED ACTION: **Three additional \$200 change funds**

Consent     Hearing     County Manager

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## BACKGROUND

On November 5, 2018, the Clerk's Office is converting to the state's new case management system, Odyssey. With this new system, our three front counter staff will now receipt filing fees, copy fees, jury fees, payments on fines, etc. They will each need a \$200 change fund in their till to start the day.

The Clerk's Office currently has an inventory of five \$200 change funds (clerk's office x 3, juvenile, collection's unit). This will increase the office inventory to eight change funds for a total of \$1600. An inventory of the change funds is verified yearly by the Treasurer's Office in which the county clerk signs paperwork acknowledging the change funds held.

The Treasurer's Office has been made aware of this proposed staff report. Once approved, they will follow up by ordering the additional change funds from the bank.

## COUNCIL POLICY IMPLICATIONS

*There are no implications to the council.*

## ADMINISTRATIVE POLICY IMPLICATIONS

*There are no implications to the council.*

## COMMUNITY OUTREACH

N/A

## BUDGET IMPLICATIONS

YES	NO	
	<input checked="" type="checkbox"/>	Action falls within existing budget capacity.
	<input checked="" type="checkbox"/>	Action falls within existing budget capacity but requires a change of purpose within existing appropriation
	<input checked="" type="checkbox"/>	Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be

referred to the county council with a recommendation from the county manager.

**BUDGET DETAILS**

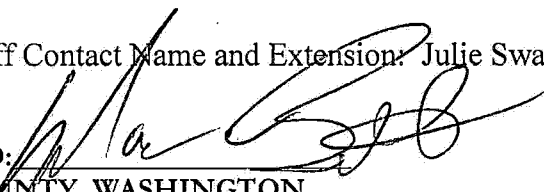
Local Fund Dollar Amount	\$600
Grant Fund Dollar Amount	
Account	General fund
Company Name	

**DISTRIBUTION:** Scott Weber, County Clerk, Emily Swetzig, Budget Director, Mark Gassaway, Finance Director, Sara Lowe, Deputy Treasurer  
Council staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>

  
Baine Wilson, Chief Deputy Clerk

  
Julie Swatosh Berge  
Office Manager

Primary Staff Contact Name and Extension: Julie Swatosh Berge, Ext. 4240

APPROVED:   
CLARK COUNTY, WASHINGTON  
BOARD OF COUNTY COUNCILORS

DATE: 10-16-15

SR# 163-18



APPROVED: \_\_\_\_\_  
Shawn Hennessee, County Manager

DATE: \_\_\_\_\_

# BUDGET IMPACT ATTACHMENT

## Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

## Part II: Estimated Revenues

Fund #/Title	2017-2018 Biennium		2019 Annual Budget		2020 Annual Budget	
	GF	Total	GF	Total	GF	Total
<b>Total</b>						

II. A – Describe the type of revenue (grant, fees, etc.)

## Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	2017-2018 Biennium		2019 Annual Budget		2020 Annual Budget	
		GF	Total	GF	Total	GF	Total
<b>Total</b>							

III. B – Expenditure by object category

Fund #/Title	2017-2018 Biennium		2019 Annual Budget		2020 Annual Budget	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual						
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
<b>Total</b>						