

Election Office Change Fund Procedures

Date: 4-8-14

A change fund, in the amount of \$50.00, will be established in the Election Office to provide change to people paying for data information requests with cash.

The cash will be kept in a cash box with a combination lock. The cash box will be stored in the vault. All staff members will have access to the change box due to the fact that any staff member may need to serve the person paying for the item.

A receipt will be given to the requester, one will be delivered to the treasurer's office and the third copy will be kept in the receipt book.

A count of the cash drawer will be made each week by either the Election Administrator or the Election Coordinator. Any discrepancy will be notated and the County Auditor will be notified immediately. If the cash box is found to be short of the set amount, the Election Administrator will be responsible for the shortage.

County Auditor will periodically conduct a review of the cash box and receipts and will notify the Commissioner's Court of any issues that will require discontinuance of said change fund in the Election Office.

If the change fund is found to be unnecessary, the amount will be surrendered to the County Auditor and a notice will be posted in the office stating that the office is unable to provide change for payment of services and such services must be paid with the exact amount or by check.

Approved by Commissioner's Court on

April 8th, 2014



[Handwritten Signature]
Tom Green County Judge