



DIANNE WILSON
COUNTY CLERK

FORT BEND COUNTY CLERK

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TO: MEMBERS OF COMMISSIONERS COURT

FROM: DIANNE WILSON

DATE: JULY 28, 2010

RE: INCREASE CHANGE FUND FOR NORTH ANNEX OFFICE

AGENDA, COUNTY CLERK discuss and consider approving an increase in the change fund by \$600 from the General Fund to accommodate the new North Annex location (Cinco Ranch).

BACKGROUND:

If this request is approved, the inventory of the cash drawers and change fund is as follows:

- | | |
|--------------------------------|---|
| <input type="checkbox"/> 32 | cash drawers in Richmond of \$100 each |
| <input type="checkbox"/> 3 | cash drawers at Missouri City Annex of \$100 each |
| <input type="checkbox"/> 3 | cash drawers at North Annex (Cinco Ranch) of \$100 ea |
| <input type="checkbox"/> \$600 | change fund in Richmond |
| <input type="checkbox"/> \$300 | change fund at Missouri City Annex |
| <input type="checkbox"/> \$300 | change fund at North Annex (Cinco Ranch) |
| <input type="checkbox"/> 4 | courtroom fee funds of \$40 each |

RECOMMENDATION:

Approve increase in change fund to accommodate opening of new North Annex location (Cinco Ranch).

If you have questions, please contact me at 281-341-8686.