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COUNTY OF ERIE

CHRIS COLLINS

COUNTY EXECUTIVE

February 28, 2011

Immediate Consideration Requested

The Honorable
Erie County Legislature
92 Franklin Street – Fourth Floor
Buffalo, New York 14202

RE: Resolution Authorizing the County Clerk to Increase the Amount of the Change-Making Fund at the Erie County Clerk's Office

Honorable Members:

The Erie County Clerk is requesting the increase of a Change Making (Petty Cash) Fund in the office of the County Clerk from \$1,500 to \$2,000 for use in making change. The use of Change Making activities will continue to be monitored and adequate fiscal controls will be maintained through post audit procedures.

Attached is a proposed Resolution which increases the Change Making Fund for the County Clerk and an explanatory memorandum as required by Rule 55 of the Legislature's Rules of Order.

Should your honorable body require further information, I encourage you to contact the Erie County Clerk's Office. Thank you for your consideration on this matter.

Sincerely,

CHRIS COLLINS
Erie County Executive

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Office of the County Clerk
Re: Resolution Authorizing the County Clerk to Increase the Amount of the Change-Making Fund at the Erie County Clerk's Office
Date: February 28, 2011

SUMMARY

The purpose of this Resolution is to authorize the County Clerk to increase the amount of the Change Making Fund (Petty Cash) on hand by \$500 from \$1,500 to \$2,000 to allow sufficient cash on hand to meet the demands of the customers in the Clerk's Office in making change.

FISCAL IMPLICATIONS

No additional funding is required for this request.

REASONS FOR RECOMENDATION

The Clerk's Office is charged with the acceptance and recording or filing of documents in the public records and the furnishing of copies of such instruments, among other duties, and is required to have on hand sufficient cash to make change for payment by customers of services provided. Currently, cashiers are required to leave their stations to obtain change from other cashiers or to send customers to other stations to complete transactions. The increase in the Fund will end or minimize the necessity of exchanging currency and permit the offices to open additional cashiers' stations to serve the customers of the Clerk's Office in an expeditious manner.

BACKGROUND INFORMATION

By enacting the proposed resolution, the Clerk's Office will be able to meet the demand for accepting payment and giving change for services to the public.

CONSEQUENCES OF NEGATIVE ACTION

Consequences include the continued practice of employees interrupting the work flow of adjacent cashiers to request change or to send customers to other cashier stations to complete the transaction.

STEPS FOLLOWING APPROVAL

The County Comptroller will provide the funds required in to increase the Reserve Fund.

A RESOLUTION SUBMITTED BY:
OFFICE OF THE COUNTY CLERK

RE: Resolution Authorizing the County
Clerk to Increase the Amount of the
Change-Making Fund at the Erie
County Clerk's Office

WHEREAS, the Erie County Clerk's Office, as part of its duties and responsibilities, is charged with registrar's duties in the acceptance and recording of instruments in the public records and the furnishing of copies of such instruments, among other duties; and

WHEREAS, the Erie County Clerk's Office is required to have on hand sufficient cash to make change for payment by customers for services provided to them; and

WHEREAS, the number of cashiers required to service customer volume has increased over the past year; and

WHEREAS, the current Reserve held by the County Clerk in the amount of \$1,500 for the purpose of making change is insufficient to meet the increased demands of the Clerk's Office; and

WHEREAS, the consequences of insufficient cash has required employees to leave their stations to exchange cash with other cashiers and otherwise cause substantial delays and inconvenience to the customer.

NOW, THEREFORE, BE IT

RESOLVED, that in accordance with Section 2.06 of the Erie County Administrative Code, a revolving Change Making (Petty Cash) Fund is hereby increased in the County Clerk's Office by \$500 from \$1,500 to \$2,000; and be it further

RESOLVED, that certified copies of this resolution be sent to the County Comptroller, the County Attorney, the Division of Budget and Management and the County Clerk's Office.