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# COUNTY OF ERIE

**CHRISTOPHER L. JACOBS**

COUNTY CLERK

June 18, 2013

The Honorable  
Erie County Legislature  
92 Franklin Street, 4<sup>th</sup> Floor  
Buffalo, New York 14202

RE: Increase in Change Making Fund – Registrar Cashier Drawers

Dear Honorable Members:

The attached resolution requests authorization to allow the Erie County Clerk's Office to increase the change making fund within the County Clerk Registrar to allow for adequate change making.

Should your honorable body require further information, representatives from the Clerk's Office will be available to discuss. Thank you for your consideration on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Christopher L. Jacobs", written over a large, stylized scribble.

**CHRISTOPHER L. JACOBS**  
Erie County Clerk

Attachment

## **MEMORANDUM**

**To:** Honorable Members of the Erie County Legislature  
**From:** Christopher L. Jacobs, Erie County Clerk  
**Re:** Increase Change Making Fund – Registrar Cashier Drawers  
**Date:** June 18, 2013

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### **SUMMARY**

It is recommended that the Erie County Legislature authorize the Erie County Clerk's Office to increase the change making fund by \$600 within the County Clerk Registrar to allow for adequate change making.

### **FISCAL IMPLICATIONS**

None.

### **REASONS FOR RECOMMENDATION**

The Registrar's Office conducts over 17,000 transactions monthly with large sums of monies changing hands at 19 Cashier windows. Currently, some Cashiers are working with \$50 drawers which are inadequate to conduct daily business. By increasing the Change Making Fund in the Clerk's Office by \$600 from \$1,300 to \$1,900 it will allow all cashier drawers to be increased to \$100.

### **BACKGROUND INFORMATION**

Currently Registrar Cashiers have change making funds of either \$100 or \$50. Operating with a \$50 change making drawer does not adequately cover daily needs. Increasing the change making fund to allow each cashier to have \$100 in their drawer would improve the efficiency of operations.

### **CONSEQUENCES OF NEGATIVE ACTION**

Cashiers in the Clerk's Office will not have adequate cash drawers to efficiently conduct business.

### **STEPS FOLLOWING APPROVAL**

The Clerk's Office will work with the Comptroller's Office to increase the Petty Cash Fund in the Registrar's Office.

**A RESOLUTION SUBMITTED BY:  
ERIE COUNTY CLERK**

**RE: Increase Change Making Funds -  
Registrar Cashier Drawers**

WHEREAS, the Erie County Clerk's Office Registrar processes an average of 17,000 transactions monthly and records related cash receipts of approximately \$5 million monthly; and

WHEREAS, to efficiently take care of customer needs when they come to the Clerk's Office to conduct business, adequate amounts of change need to be available at all times.

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Erie County Legislature does hereby authorize an increase in the County Clerk's change making fund for County Clerk Cashiers from \$1,300 to \$1,900; and be it further

**RESOLVED**, that in accordance with Section 2.06 of the Erie County Administrative Code the Change-Making Fund (Reserve balance) in the County Clerk's Office is increased by \$600; and be it further

**RESOLVED**, that these funds will be allocated to:

BA 113 – Erie County Clerk - 117100 Petty Cash

Cnty Clerk – Cashier Change Fd

Current:        \$1,300

Increase        \$600

Total:           **\$1,900**

**RESOLVED**, that certified copies of this resolution be sent to the County Clerk, the Director of Budget and Management, the County Attorney and the County Comptroller.