

**CLARK COUNTY
STAFF REPORT**



DEPARTMENT: Clark County Sheriff's Office
DATE: November 18, 2014
REQUEST: Approve the establishment of four (4) \$200.00 change funds and one (1) \$500.00 change fund for the Sheriff's Reception Desk.
CHECK ONE: X Consent CAO

BACKGROUND

Currently, the receipting of Sheriff's Office fees is centralized at one location in the lower lobby. Customers coming to the Sheriff's Office to transact business at the upstairs Reception Desk must go downstairs to pay fees, then return upstairs to complete their transaction. To improve customer service, the Sheriff desires to establish an additional receipting location at the upstairs Reception Desk so customers can complete transactions at a single location.

In consultation with Internal Audit, the Sheriff's Office has identified the need to establish five additional cash drawers to enable receipting at the Reception Desk. These cash drawers would be used to make change throughout the day while processing transactions. The five drawers would include four (4) \$200 drawers, with one assigned to each of the four line cashiers, and one (1) \$500 drawer assigned to the Reception Supervisor to serve as a change till.

Following BOCC approval, the Treasurer's Office will provide and record the allocation of cash in accordance with established procedures.

COMMUNITY OUTREACH

No Community Outreach was conducted specific to this action.

BUDGET AND POLICY IMPLICATIONS

None, this action is budget neutral.

FISCAL IMPACTS

Yes (see attached form) No

ACTION REQUESTED

Approve the establishment of four (4) \$200.00 change funds and one (1) \$500.00 change fund for the Sheriff's Reception Desk.

DISTRIBUTION

SO Fiscal, Darin Rouhier
Treasurer's Office

Internal Audit, Paul Harris

Name Joe Dunegan
Title Clark County Undersheriff

Approved:
CLARK COUNTY
BOARD OF COMMISSIONERS

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11/18/14

SR 267-14