

## CLARK COUNTY STAFF REPORT

**DEPARTMENT:** Public Health

**CCPH SR2017-399**

**DATE:** August 1, 2017

**REQUESTED ACTION:**

Board of County Councilor's approval to consolidate two (2) change funds assigned to Clark County Public Health into one (1) change fund. The cash held on hand in these funds covers all cashier transaction activities in Environmental Public Health and Vital Records.

Consent     Hearing     County Manager

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**BACKGROUND**

In 2002 Clark County Public Health established two (2) change funds to support cashier transactions. The first change fund is \$200.00 and is comprised of (2) two locked cash bags containing \$100.00 each. The second change fund is \$800.00 and is comprised of eight (8) locked cash bags containing \$100.00 each.

The Board of County Councilor's approved change funds in 2003 via SR 408-03 and in 2008 via SR 375-08. Now, due to changes in location and business needs, Clark County Public Health conferred with the Auditor's office in July 2017 and determined it is most efficient to combine the two funds into a single \$1,000.00 change fund, comprised of ten (10) locked cash bags containing \$100.00 each. The custodian of the change fund is reviewed and/or updated at least annually by the Auditor's office and the actual bags are audited by the Clark County Auditor to ensure compliance with procedure.

**COUNCIL POLICY IMPLICATIONS**

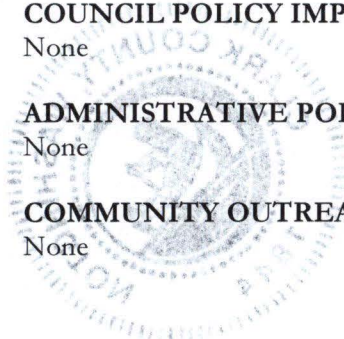
None

**ADMINISTRATIVE POLICY IMPLICATIONS**

None

**COMMUNITY OUTREACH**

None



**BUDGET IMPLICATIONS**

|     |    |  |
|-----|----|--|
| YES | NO |  |
| X   |    | Action falls within existing budget capacity.  |
|     |    | Action falls within existing budget capacity but requires a change of purpose within existing appropriation  |
|     |    | Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager. |

**BUDGET DETAILS**

|                          |    |
|--------------------------|----|
| Local Fund Dollar Amount | NA |
| Grant Fund Dollar Amount | NA |
| Account                  | NA |
| Company Name             | NA |

**DISTRIBUTION:**

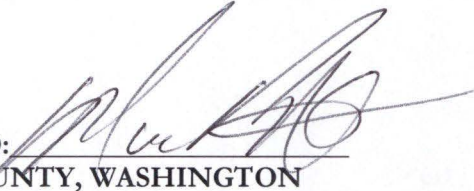
Board staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>

DocuSigned by:  
*Kayla Bucek* 7/18/2017  
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Kayla Bucek, Accountant  
 Financial Analyst/Public Health

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*Alan Melnick* 7/18/2017  
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Alan Melnick, Director  
 Health Officer/Public Health

APPROVED:   
 CLARK COUNTY, WASHINGTON  
 BOARD OF COUNTY COUNCILORS

DATE: 7/17

SR# SR 16317

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APPROVED: \_\_\_\_\_  
 Jim Rumpeltes, Interim County Manager

DATE: \_\_\_\_\_

## BUDGET IMPACT ATTACHMENT

### Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

### Part II: Estimated Revenues

| Fund #/Title | Current Biennium |       | Next Biennium |       | Second Biennium |       |
|--------------|------------------|-------|---------------|-------|-----------------|-------|
|              | GF               | Total | GF            | Total | GF              | Total |
|              |                  |       |               |       |                 |       |
|              |                  |       |               |       |                 |       |
|              |                  |       |               |       |                 |       |
| <b>Total</b> |                  |       |               |       |                 |       |

II. A – Describe the type of revenue (grant, fees, etc.)

### Part III: Estimated Expenditures

III. A – Expenditures summed up

| Fund #/Title | FTE's | Current Biennium |       | Next Biennium |       | Second Biennium |       |
|--------------|-------|------------------|-------|---------------|-------|-----------------|-------|
|              |       | GF               | Total | GF            | Total | GF              | Total |
|              |       |                  |       |               |       |                 |       |
|              |       |                  |       |               |       |                 |       |
|              |       |                  |       |               |       |                 |       |
| <b>Total</b> |       |                  |       |               |       |                 |       |

III. B – Expenditure by object category

| Fund #/Title         | Current Biennium |       | Next Biennium |       | Second Biennium |       |
|----------------------|------------------|-------|---------------|-------|-----------------|-------|
|                      | GF               | Total | GF            | Total | GF              | Total |
| Salary/Benefits      |                  |       |               |       |                 |       |
| Contractual          |                  |       |               |       |                 |       |
| Supplies             |                  |       |               |       |                 |       |
| Travel               |                  |       |               |       |                 |       |
| Other controllables  |                  |       |               |       |                 |       |
| Capital Outlays      |                  |       |               |       |                 |       |
| Inter-fund Transfers |                  |       |               |       |                 |       |
| Debt Service         |                  |       |               |       |                 |       |
| <b>Total</b>         |                  |       |               |       |                 |       |