



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: August 17, 2022

Department: Treasurer's Office Agenda Planning Date: August 4, 2022 Time required: 5 Min

Audio/Visual aids

Contact: Sam Brentano Phone: 503-588-3568

Department Head Signature: Samuel A. Brentano

TITLE Increase the change fund at the Marion County Health & Human Services Rural Services Team Woodburn.

Issue, Description & Background The existing change fund of \$100.00 is not sufficient for the business needs at the Health & Human Services Rural Services Team in Woodburn. The Health & Human Services Rural Services Team in Woodburn has requested an additional \$200.00 in order to meet the needs of customers paying with cash. The Treasurer's Office and Finance Department support the increase and has reviewed the cash controls of the department.

Financial Impacts: None

Impacts to Department & External Agencies None

Options for Consideration: 1) Increase the change fund at the Health & Human Services Rural Services Team Woodburn from \$100.00 to a total of \$300.00 2) Do not increase the change fund at the Health & Human Services Rural Services Team Woodburn.

Recommendation: Increase the change fund at the Health & Human Services Rural Services Team Woodburn.

List of attachments: Board Order

Presenter: Sam Brentano

Copies of completed paperwork sent to the following: (Include names and e-mail addresses.)

Copies to: Sam Brentano, sbrentano@co.marion.or.us Katie Henry, khenry@co.marion.or.us Perry Grier, pgrier@co.marion.or.us Jessica Paler, jlpaler@co.marion.or.us Margarita Vazquez, mvazquez@co.marion.or.us

BEFORE THE BOARD OF COMMISSIONERS

FOR MARION COUNTY, OREGON

In the matter of increasing a Change Fund for)
the Health & Human Services Rural Services)
Team in Woodburn.)

ORDER No. ____

This matter came before the Marion County Board of Commissioners at its regularly scheduled public meeting on Wednesday, August 17, 2022.

WHEREAS, the Marion County Health & Human Services Rural Services Team in Woodburn has had an existing cash drawer of \$100.00 for several years; and,

WHEREAS, the Marion County Health & Human Services Rural Services Team in Woodburn has experienced a growth in business; and,

WHEREAS, the Marion County Health & Human Services Rural Services Team in Woodburn has found the existing amount of change authorized in their cash drawer insufficient for their current need; and,

WHEREAS, the Marion County Health & Human Services Rural Services Team in Woodburn has made provisions to assure control of the requested change fund and the Marion County Treasurer and Marion County Controller has reviewed and approved the proposed control measures in accordance with Marion County Administrative Policy 903; and,

WHEREAS, Marion County Administrative Policy 903 requires the approval of the County Administrative Officer and the Board of Commissioners to establish change funds; and,

WHEREAS, it appears in the best public interest to increase the change fund for the Marion County Health & Human Services Rural Services Team in Woodburn; now, therefore,

1. IT IS HEREBY ORDERED that a change fund be increased for the Marion County Health & Human Services Rural Services Team in Woodburn from \$100.00 to \$300.00.

DATED at Salem, Oregon, this ____ day of _____ 20__.

MARION COUNTY BOARD OF COMMISSIONERS

Chair

Commissioner

Commissioner

Approved:

Chief Administrative Officer