

REQUEST TO OPEN/INCREASE AN IMPREST ACCOUNT

TO BE COMPLETED BY THE REQUESTING DEPARTMENT

Department Number 845	Department Name HCSO Civil Service Commission	Source of Funding (Account Coding and Description)
Requested Opening Balance or Amount of Increase \$450.00		Statutory Reference or Legal Authority for Account
Telephone Number 773-274-1880	Officer/Department Head Name Jutta Browder	Check one <input type="checkbox"/> New <input checked="" type="checkbox"/> Increase If requesting an increase , indicate the current authorized amount of your petty cash or other imprest account prior to this increase: \$50.00
Telephone Number same as above	Custodian Name Jutta Browder	Will this money be in a separate bank account (for new) or added to an existing separate bank account (for increase)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes and known, indicate the bank account name below:

Justification for Opening the Imprest Account or Increasing the Existing Imprest Account Balance

(Please see Attachment A) The intention of the petty cash increase is to cover parking and food/snack expenses incurred (Purpose

Jutta Browder

Requested By


Officer/Department Head Signature

08/11/2021

Date

TO BE COMPLETED BY THE AUDITOR'S OFFICE

Amount appears reasonable based upon established guidelines. ☒ Yes ☐ No If no, explain below.

Based on the information provided, the amount of the increase appears reasonable. Please see Attachment A.

Reviewed by:


Compliance Audit

8/16/2021

Date

Account Coding

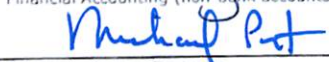
Approved by:


Financial Accounting (non-bank accounts) or Revenue Accounting (bank accounts)

8/17/21

Date

Approved by:


County Auditor or Designee

8/26/2021

Date

Sent to Commissioners Court on

Date

TO BE COMPLETED BY THE PURCHASING DEPARTMENT (if required per applicable procedure)

Approved By

Authorized Signature

Date

TO BE COMPLETED BY COMMISSIONERS COURT

Approved By

County Judge's Signature

Date

Department's Head Justification for the Increase

"The intention of the petty cash increase is to cover parking and food/snack expenses incurred due to the Civil Service Commission hearings. A rotation of (3) commissioners preside currently over (20) hearings per month. The parking expense is \$36 or \$60 (Astro's game day) for each hearing. The docket of (5) hearings last all-day [9am-5:30pm]. Because of this all-day commitment, the Civil Service Commission would like to provide lunch for the appointed commissioners. The current petty cash allocation (\$50.00) cannot meet the expenses of the department. The past practice by the former director was to reimburse the commissioner's parking with his own funds." **Jutta Browder, Sheriff's Civil Service Commission Director**

Compliance Director's Response

Based on the information provided, the increase to \$500 appears reasonable. The Sheriff's Civil Service Commission's current \$50 Petty Cash Account is the lowest of the 50 Petty Cash Accounts not in the bank (onsite accounts). Of those 50 accounts, 20 (40%) have balances of \$500; 23 (46%) have balances below \$500; and 7 (14%) have balances greater than \$500. **John Steen 8/16/2021**