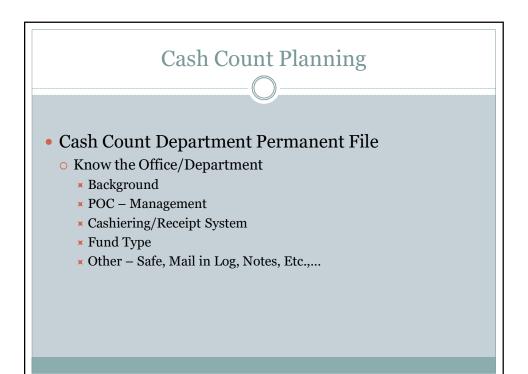
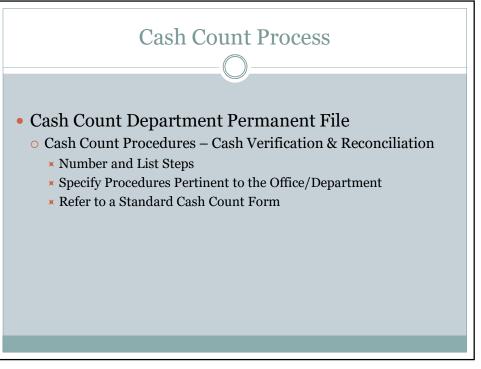




DEPT	Office	LOCATION	Change Fund Amt	Safe	AIC/Assist	Area	Notes	Last Quarter Issues and Performance Date of Last Audit	Change Fund Modify/E stablish
Juvenile	Juvenile Probation, Family Enrichment	301 East Mitchell, Geno Brabham	\$5,000.00	yes	3	Southuide	Mid-Qtr & End of Qtr. Get copies of receipts. See Cash Count Process in Cash Countfoller on Drive G.	DLA: 11-4-16	Petty Cash - Special Program
Javenile	Juvenile Probation, Domestice Minor Sex Trafficking	301 East Mitchell, Geno Brabham	\$2,500.00	yes	3	Southside	Mid-Qtr & End of Qtr. Get copies of receipts. See Cash Chunt Process in Cash Chuntfolder on Drive G	DLA: 11-14-16	New as of 5/21/2013 \$3000; Jurenik Dept requests d only \$2,500 at the time Petty Cash
TAX	Auto, Customer Service, Cashiers	vista verde, 1st floor	\$275.00	yes	4/6/1	Downtown	Before starting, get updated box list from Jeanette T. (51234); No Audit on Wed.	DLA: 10-27-16	
TAX	Auto, Customer Service, Supervisor	vista verde, 1st floor	\$500.00	yes	4/6/1	Downtown	best between 2-3PM; Complete by 3:30 and no Audit on Wednesday	DLA: 10-27-16	
TAX	Beer & Liquor	vista verde, in the Back 1st Floor	\$0.00	No	4/6/1	Downtown	This is a manual process; M alse a copy of the certificates. The number of cashiers could vary.	DLA: 10-27-16	-
Public Works	Environmental Permits	Vista Verde Bldg , ste 420 4th floor	\$0.00		4/6/1	Downtown	neview for mail; two individuals collecting funds make copy of reconcilation sheetfor Public Works	DLA: 10-27-16	
Sheriff	Work Release Program	200 N Comal, own entry at south end of		yes	3/1	Jail/AP	review mail-in log	DLA: 11/29/16	
CS CD (AP)	Adult Probation Main Office	207 Comal	\$500.00	yes	3/1	Jail/AP		DLA: 12/27/2016	Increase of fund dated 11/18/2014 from \$300 to \$500
Fire Marshall	Fire Marshall	622 Dolorosa	\$0.00	yes	2/5	Downtown	Monday momings best time; Two people collect payments for permits and inspections.	DLA: 10/31/16	
Parking	Parking Garage, Shift 1-AM	Parking Garage Booth 2115 Flores	\$475.00	yes	2/5	Downtown	best mid AM on Fridays; Attendant busyw/custs early AM	DLA: 11/23/16	\$3,700 Increase of Fund Land 4/24/2012 from \$4,330 to \$12,030; New Change Fund \$5000 (Facts)4.8/14-Independed 4/23/14
BiblioTech	coint ill acceptor	3505 Pleas anton Rd	\$190.00	yes	517	Southside	Opens @noon; See Clish Count Process in Clish Count Folder on Drive G. If CBA abready used, pull report "Library Job Summary "to balance	DLA: 11-4-16	
Precinct 2	J.P. Pct. 2, Pl. 1 & 3 (Change Fund)	7723 Guilbeau, Suite 105	\$200.00	yes	6/1	Northwest	Court is Mon & Tues-verybusy	DLA: 11-9-16	-
Sheriff	Business Office Travel Funds	200 N Comal	\$8,000.00		3/1	Jail/AP	Review b ac kup: this fund is only to be used for extraditions (food and lodging; gas is charged)	DLA: 11/29/16	
	-	Total	\$17,740.00			1 = J. Altuve	2= Tony Romo	3= Becky Hammon	4= Kawhi Leonard
Notes:						S= TD	6= Jennie Finch	7= Michael Phelps	
1) total counts	i = 114								





Work Release office collects money from inmates for being in the program. They collect money 24							
hours. If money is collected after business hours, the officer's will put it in the drop slot into the safe. Missy is the only one who processes payments. So when she comes in, she will check the safe for any							
monies collected. The key to the safe is kept in Sergeant Rosco's office. Only she and the Sergeant know							
where the key is kep	ot locked in his office.						
Supervisor:	Sergeant <u>Rosco</u> iNovah \$100.00						
Receipt System:							
Change fund:							
Safe:	Yes						
Mail-in log:	Yes						
Step1: Request pri	nted copy <u>iNovah</u> 'Batch Tender Totals' report.						
	ey in drawer and list checks/money orders, complete the Reconciliation form. (see						
separateinstr	uctionsfortheform) Be sure to have cashier sign form.						
	et copy of Mail-in log. (They can email it to you if needed.) Notate on Reconciliation						
form that yo issues".	ou reviewed mail-in log. If any issues, note on form. Otherwise note "good" or "no						
	autou contents of sefe for any additional manay probady being held. Natata an						
Step 4: Request to review contents of safe for any additional money or checks beingheld. Notate on Reconciliation form that you reviewed safe. If any issues, note on form. Otherwise note							
	list contents of safe.						
Step 5: Staple copie	es of all reports to the completed/signed Reconciliation form.						
Mail In Log	(Yes) No Current? Notes: Log good; Safe empty						
	The current configure of the current						

