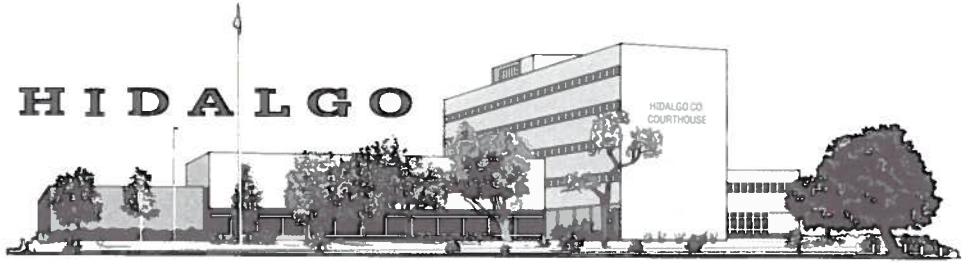


COUNTY *of* HIDALGO



EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor

February 2, 2016

The Honorable Laura Hinojosa
Hidalgo County District Clerk
100 N. Closner
Edinburg, TX 78539

Re: Change Fund
Local Government Code Section 130.902

Dear Ms. Hinojosa:

We have reviewed your request and have approved the change fund increase from \$250.00 to \$450.00 for the District Clerk's Office, as you requested. The change fund will be distributed as stated on your letter dated January 29, 2016.


According to Local Government Code Section 130.902, "The Commissioner's Court of a county may set aside from the general fund of the county an amount approved by the County Auditor for use as a change fund by any county or district official who collects public funds. The fund may be used only to make change in connection with collections that are due and payable to the county, the state, or another political subdivision of the state that are made by the official. On the recommendation of the county auditor, the Commissioner's Court may increase or decrease the change fund at any time."

Please submit this letter to Commissioner's Court requesting the change fund increase for a total of \$200.00. Once Commissioner's Court approves the increase of \$200.00, please request a check from the Hidalgo County Auditor's- Accounts Payable Division to be made payable to "Laura Hinojosa, Hidalgo County District Clerk".

You will be responsible for this change fund. The change fund should be accounted for on a daily basis and safeguarded under lock and key. Please be reminded that this change fund is not to serve as petty cash or comingled with personal funds.

If you have any questions, do not hesitate to call Yvonne Torres, Revenue Audit Supervisor, at 318-2511 ext. 4642, or Arcy B. Duran, CPA, Director of Audit, at ext. 4645.

Respectfully,


Ray Eufrazio, CPA
Hidalgo County Auditor

Enclosure

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 92ND D.C.

RODOLFO DELGADO
JUDGE, 93RD D.C.

J. R. "BOBBY" FLORES
JUDGE, 139TH D.C.

ROSE GUERRA REYNA
JUDGE, 206TH D.C.

JUAN R. PARTIDA
JUDGE, 275TH D.C.

MARIO E. RAMIREZ, JR.
JUDGE, 332ND D.C.

NOE GONZALEZ
JUDGE, 370TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 389TH D.C.

AIDA SALINAS FLORES
JUDGE, 398TH D.C.

ISRAEL RAMON, JR.
JUDGE, 430TH D.C.

JESSE CONTRERAS
JUDGE, 448TH D.C.

LAURA HINOJOSA

January 29, 2016

Mr. Ray Eufracio, CPA
 Hidalgo County Auditor
 2808 S. Business Highway 281
 Edinburg, Texas 78539

RE: District Clerk Office Change Fund

Dear Mr. Eufracio:

The district clerk office is hereby requesting the county's authorization to increase our office change fund from \$250 to \$450.

Over-the-counter cash transactions have decreased significantly due to e-filing, which has minimized the amount of cash flow and change available to process transactions paid with bills of high denomination. The increased change fund would curtail the number of trips to the bank our office is required to make at any given time.

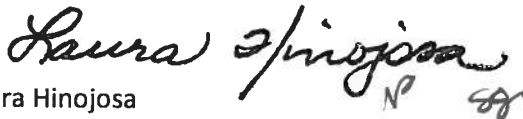
The change fund would be distributed internally as follows:

Employees	Current Change Fund	Increased Change Fund
2 Trust Clerks	\$50 (\$25 ea.)	\$50/Special Registry Acct.
Cashier 1 – Virginia Granados	\$100	\$200/Fee Acct.
Casher 2 – Melinda Sotuyo	\$100	\$200/Fee Acct.
Total:	\$250	\$450

We greatly appreciate your assistance and full consideration regarding the matter. Upon approval Mrs. Hinojosa will proceed to submit an agenda item for commissioners' court review and authorization in accordance with Texas Government Code 130.902.

Thank you for your time and attention. Please let me know if you have any questions or require additional information.

Respectfully,



Laura Hinojosa
 Hidalgo County District Clerk