

COUNTY of HIDALGO

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



EDINBURG, TEXAS 78539

September 7, 2016

Mr. Eduardo Olivarez, Chief Administrative Officer
Hidalgo County Health and Human Services Department
1304 S. 25th Street
Edinburg, Texas 78539

Ref: Request for Change Fund for Health Clinics
Local Government Code Section 130.902

Dear Mr. Olivarez:

We have reviewed your request and have approved the increase from \$25.00 to \$50.00 (net increase 175.00) to the change fund for each of the Hidalgo County Health Clinics, with the exception of the Pulmonary Clinic. The amount of collections generated from the Pulmonary Health Clinic does not merit a change fund increase. According to our records, the last receipt that was issued at the Pulmonary Clinic dates back to July 2, 2014. The change fund will be distributed as stated on your letter dated August 30, 2016, omitting the Pulmonary Health Clinic.

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 to be increased from \$25.00 to \$50.00 (\$175.00.00 increase). Once Commissioner's Court approves the net increase of \$175.00, please request a check from the Hidalgo County Auditor's- Accounts Payable Division to be made payable to "Eduardo Olivarez , Chief Administrative Office, Hidalgo County Health and Human Services Department".

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 Enfracio, CPA
Hidalgo County Auditor

Received
Central Office

SEP 12 2016

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, 449TH D.C.



Hidalgo County Health and Human Services Department

1304 S. 25th Ave. • Edinburg, Texas 78542
Tel: (956) 383-6221 • Fax: (956) 383-8864

Iván Meléndez, M.D., M.B.A.
Health Authority / Chief Physician

Eduardo Olivarez
Chief Administrative Officer

Memorandum

To: Ray Eufracio CPA, County Auditor

From: Eduardo Olivarez, Chief Administrative Officer

 8-29-16

Date: August 30, 2016

Re: Request for Increase to Change Fund

Pursuant to Local Government Code Section 130.902, I am hereby requesting approval to increase the amount of change fund at the following Health & Human Services Department clinics:

Clinic	Clinic Location	Current Change Fund	Increase	Total Change Fund
Edinburg	3105 E. Richardson Edinburg, TX	\$25.00	\$25.00	\$50.00
Elsa	708 Edinburg St. Elsa, TX	\$25.00	\$25.00	\$50.00
Hidalgo	702 E. Texano Dr. Hidalgo, TX	\$25.00	\$25.00	\$50.00
McAllen	300 E. Hackberry	\$25.00	\$25.00	\$50.00
Mission	211 N. Schuerbach Mission, TX	\$25.00	\$25.00	\$50.00
Pharr	300 W. Hall Acres	\$25.00	\$25.00	\$50.00
Weslaco	1901 N. Bridge Weslaco, TX	\$25.00	\$25.00	\$50.00
Pulmonary	1304 S. 25 th St Edinburg, TX	\$25.00	\$25.00	\$50.00
		Totals	\$200.00	\$400.00

The increase in change fund will alleviate issues with not having adequate change for clients.

If you have any questions or require additional information, please advise.

Thank you.