

COUNTY of HIDALGO

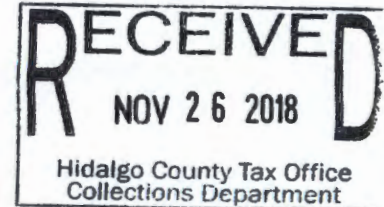
HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor



EDINBURG, TEXAS 78539

November 26, 2018

The Honorable Pablo "Paul" Villarreal, Jr., RTA
Hidalgo County Tax Assessor/Collector
County Administration Building
2804 South Business Highway 281
Edinburg, Texas 78539



Re: Request for Change Fund Increase for Elsa and Alamo Substations

Dear Mr Villarreal:

We have reviewed your written notice for an increase of the change fund amount totaling \$600.00 to be distributed in the following manner:

- Elsa Tax Office in the amount of \$200.00;
- Elsa Motor Vehicle Office in the amount of \$200.00; and
- Alamo Motor Vehicle Office in the amount of \$200.00.

According to Local Government Code Section 130.902, "The Commissioners 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, state, or another political subdivision of the state that are made by the official. On the recommendation of the county auditor, the Commissioners Court may increase or decrease the change fund at any time."

Please submit this letter to Commissioners Court requesting approval of the Elsa Tax Office, Elsa Motor Vehicle Office, and Alamo Motor Vehicle Office collection points and of the change funds in the amount of \$200.00 for each office. Once Commissioners Court approval is obtained, please request a check from the Hidalgo County Auditor's Office to be made payable to "Pablo "Paul" Villarreal, Jr, Hidalgo County Tax Assessor/Collector."

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

If you have any questions, please contact Yvonne Torres, Revenue Audit Supervisor, at 318-2511 ext. 4642, Letty Chavez, Director of Audit Division, at ext. 4651, Linda Fong, First Assistant Auditor, ext 4668, or me at ext 4645.

Respectfully,

Maria Arcilia Duran, CPA
Hidalgo County Auditor

cc: Valde Guerra, County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY
JUDGE, 82ND D.C.

JARME E. TIJERINA
JUDGE, 83RD D.C.

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

ROSE GUERRA REYNA
JUDGE, 201ST D.C.

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

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

NOE GONZALEZ
JUDGE, 379TH D.C.
OVERSEER

LETICIA LOPEZ
JUDGE, 389TH D.C.

L. KENO VASQUEZ
JUDGE, 398TH D.C.

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

RENEE R. BETANCOURT
JUDGE, 488TH D.C.