

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

May 6, 2019

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 San Juan and Weslaco Substations

Dear Mr Villarreal:

We reviewed your written request for an increase of the San Juan Tax Office change fund 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 San Juan Tax Office increase of change fund in the amount of \$200.00. 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: Mr. Valde Guerra, Hidalgo County Executive Officer

HIDALGO COUNTY DISTRICT JUDGES

LUIS H. SINGLETERRY JUDGE, 62ND D.C. FERNANDO MANCIAR JUDGE, 89TH D.C. J. R. "BOBBY" FLORES JUDGE, 136TH D.C. ROSE GUERRA REYNA JUDGE, 208TH D.C. MARLA CUELLAR JUDGE, 276TH D.C. MARJO E. RAMIREZ, JR. JUDGE, 322ND D.C. NOE GONZALEZ JUDGE, 376TH D.C. OVEERSEER LETICIA LOPEZ JUDGE, 388TH D.C. L. KENO VASQUEZ JUDGE, 388TH D.C. ISRAEL RAMON, JR. JUDGE, 458TH D.C. RENEE R. METANCOURT JUDGE, 468TH D.C. JAMIE TIERNA JUDGE, 464TH D.C.