



HONORABLE PATRICIA A. BARRERA, RTA

TAX ASSESSOR-COLLECTOR

www.webbcountytexas.gov

LETTER FOR PROPOSED CHANGE FUND INCREASE

Dear Ms. Morales,

We are seeking an increase in the Tax Office Change Fund Allocation by **\$5,000** to carry a max capacity of **\$20,000**. Our current office fund allocation total is broken down below.

Vault #1	Vault #2	Mini Vault
\$3,000	\$3,400	\$8,600
	Grand Total	\$15,000

The reason for our proposal is to increase our Mini Vault funds to increase teller boxes from **\$200** to **\$300** and be able to request adequate change from our financial institution every morning without having to disrupt our work flow throughout our busiest days.

The other usage of the funds being requested is to ensure that we have spare funds to create new teller boxes, when needed, without having to mix-up the Mini Vault grand total.

Webb County Tax Assessor-Collector

Patricia A. Barrera, RTA

Webb County Auditor

Angelica Morales