



Date: November 24, 2015

To: Williamson County
Commissioner's Court

Deborah M Hunt, C T A
Tax Assessor Collector

From: Deborah M. Hunt, CTA
Tax Assessor-Collector

Subject: Request for \$4,600.00 Additional Cash for Change Funds

The Motor Vehicle and Property Tax Divisions would greatly benefit from an increase to its change funds. These funds are used to make change during ordinary business transactions. Due to continued growth, transactions continue to increase; thereby, increasing the need for additional change. Funds in the amount of the change order must be deposited for every change order requested. The County's new bank charges a fee for every deposit and every change order. We would like to minimize the number of deposits for change orders and thereby minimize the bank fees. In order to limit change orders to once a week, the change fund in each office needs to be increased.

The total necessary to keep change order deposits to a minimum is \$4,600.00 to be divided as shown:

Location	Current Balance	Future Balance	Requested
Georgetown MV	\$1,100.00	\$2,000.00	\$900.00
Cedar Park MV	\$1,100.00	\$2,000.00	\$900.00
Round Rock MV	\$1,100.00	\$2,000.00	\$900.00
Taylor MV	\$700.00	\$1,500.00	\$800.00
Georgetown Property	\$400.00	\$1,500.00	\$1,100.00
		Total Request	\$4,600.00

Thank you for your consideration.



WILLIAMSON COUNTY

Main Office and Mailing Address:

904 South Main Street
Georgetown, Texas 78626
Phone: (512) 943-1602
Fax: (512) 943-1618
www.williamson-county.org

Annex Locations:

211 Commerce Blvd., Ste. #101
Round Rock, Texas 78664
Phone: (512) 248-3278
Fax: (512) 248-3253

350 Discovery Blvd., Ste. #101
Cedar Park, Texas 78613
Phone: (512) 260-4290
Fax: (512) 260-4295

412 Vance St., Ste. #1
Taylor, Texas 76574
Phone: (512) 352-4140
Fax: (512) 352-4143