

Makayla Shiver

From: Tara Hazelbaker
Sent: Friday, February 13, 2026 10:44 AM
To: Roger Rendleman
Cc: Makayla Shiver
Subject: RE: Change drawers

Roger,

On the change drawer request from the Revenue Commissioner's Office — these fall under our Funds Handling Policy (8.2), since they operate as controlled cash funds and follow the same receipt, reconciliation, and security requirements.

It sounds like you're comfortable with the request. If so, Makayla (copied here) can go ahead and get this on an upcoming agenda so the Commission can formally approve establishing the drawers. Once approved, she can then help their team get everything set up and make sure the controls line up with Policy 8.2 and the Funds Handling Procedures.

Let me know if you'd like anything adjusted.

Best,

Tara Hazelbaker, CPA, CIA

Director of Finance
Baldwin County Commission
312 Courthouse Square, Ste. 11
Bay Minette, AL 36507
251.937.0303



From: Roger Rendleman <Roger.Rendleman@baldwincountyal.gov>
Sent: Friday, February 13, 2026 10:01 AM
To: Tara Hazelbaker <Tara.Hazelbaker@baldwincountyal.gov>
Subject: FW: Change drawers

What do we have in place as far as handling change drawers?

I am actually surprised Foley and Fairhope for the Revenue Commissioner doesn't have one already.

Roger H. Rendleman
County Administrator

Baldwin County Commission



From: Teddy J. Faust <TFAUST@baldwincountyal.gov>

Sent: Friday, February 13, 2026 9:02 AM

To: Jennifer H. Welch <Jennifer.Welch@baldwincountyal.gov>; Roger Rendleman <Roger.Rendleman@baldwincountyal.gov>

Cc: Susan B. Hill <SHILL@baldwincountyal.gov>; Joseph H. Davis <Joseph.Davis@baldwincountyal.gov>; Karen Jones <Kjones@baldwincountyal.gov>

Subject: Re: Change drawers

Roger,

Can you let us know who to get with or what we need to do on the below request?

Thanks,

Teddy

Sent from my iPhone

On Feb 13, 2026, at 8:15 AM, Jennifer H. Welch <jennifer.welch@baldwincountyal.gov> wrote:

Susan & Teddy –

Please see below. We would like to have change drawers set up for Fairhope and Foley. We would like for each drawer to contain \$200 – if they will not approve that, \$100 would work.

Jennifer H. Welch

Assistant Administrator of Collections

Baldwin County Revenue Commission

P.O. Box 1549

Bay Minette, AL 36507

(251) 937-0245 Ext 7105



From: Karen Jones <Kjones@baldwincountyal.gov>

Sent: Friday, February 13, 2026 8:05 AM

To: Jennifer H. Welch <Jennifer.Welch@baldwincountyal.gov>; Debbie Homan <DHOMAN@baldwincountyal.gov>

Cc: Joseph H. Davis <Joseph.Davis@baldwincountyal.gov>

Subject: RE: Change drawers

I'm on board with it. If my memory is correct, Teddy will have to request the funds. I don't recall what the procedure is to do so.

From: Jennifer H. Welch <Jennifer.Welch@baldwincountyal.gov>
Sent: Friday, February 13, 2026 8:03 AM
To: Karen Jones <Kjones@baldwincountyal.gov>; Debbie Homan <DHOMAN@baldwincountyal.gov>
Cc: Joseph H. Davis <Joseph.Davis@baldwincountyal.gov>
Subject: Change drawers

Good morning,

Amanda brought this up a few weeks ago, shame on me..... I just remembered 🤔

Robertsdale has a "change drawer" that they are using, can the other 2 satellites have one as well. This comes in handy especially when they are short handed and can't get to the bank for change.

Jennifer H. Welch

Assistant Administrator of Collections
Baldwin County Revenue Commission
P.O. Box 1549
Bay Minette, AL 36507
(251) 937-0245 Ext 7105

