



Baldwin County Commission

Legislation Details (With Text)

File #: 20-0118 **Version:** 1
Type: Work Session **Status:** Agenda Ready
File created: 10/28/2019 **In control:** Baldwin County Commission Work Session
On agenda: 11/12/2019 **Final action:**
Title: Establish a Cash Drawer at the Baldwin County Building Inspection Office in Bay Minette, Alabama
Indexes:
Attachments: 1. Petty Cash Policy

Date	Ver.	Action By	Action	Result
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Meeting Type: BCC Work Session
Meeting Date: 11/12/2019
Item Status: New
From: Cian Harrison, Clerk/Treasurer
Submitted by: Makayla Shiver, Jr. Staff Accountant

ITEM TITLE

Establish a Cash Drawer at the Baldwin County Building Inspection Office in Bay Minette, Alabama

STAFF RECOMMENDATION

Take the following actions:

1. Add a cash drawer at Baldwin County Building Inspection Office in Bay Minette, Alabama in the amount of \$100.00; and
2. Approve and authorize Clerk/Treasurer to issue interim check.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: Establish a cash drawer for Baldwin County Building Inspection Office in Bay Minette, Alabama. This request is being made to facilitate the ability to make change for cash customers for permits and fees. The cash that will be collected from the previous day will not be available to make change as deposits are made daily.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: N/A

If this is not a budgeted expenditure, does the recommendation create a need for funding?
N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?
N/A

Reviewed/approved by: N/A

Additional comments: N/A

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: Upon Commission approval, the Finance and Accounting Department will prepare an interim check and notify the Baldwin County Building Inspection Office in Bay Minette.

Action required (list contact persons/addresses if documents are to be mailed or emailed):
N/A

Additional instructions/notes: N/A