



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 20-0205      **Version:** 1

**Type:** Consent      **Status:** Passed

**File created:** 11/12/2019      **In control:** Baldwin County Commission Regular

**On agenda:** 11/19/2019      **Final action:** 11/19/2019

**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
11/19/2019	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 11/19/2019  
**Item Status:** New  
**From:** Cian Harrison, Clerk/Treasurer  
**Submitted by:** Makayla Shiver, Jr. Staff Accountant

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### 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):**

Cian Harrison - cian.harrison@baldwincountyal.gov

Sharon Grant - sgrant@baldwincountyal.gov

Makayla Shiver - makayla.shiver@baldwincountyal.gov

Donna Bryars - dgbryars@baldwincountyal.gov

**Additional instructions/notes:** N/A