

**DANE COUNTY  
POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
Sponsor: McCarville		Resolution No. 2019 RES-400
Vote Required: Majority <input checked="" type="checkbox"/> Two-Thirds <input type="checkbox"/>		Ordinance Amendment No. _____

Title of Resolution or Ord. Amd.:

**AUTHORIZING AN INCREASE IN THE EXPENDITURE LIMIT FOR THE SHERIFF'S OFFICE PETTY CASH REVOLVING FUND**

**Policy Analysis Statement:**

Brief Description of Proposal -

The Dane County Sheriff's Office maintains a petty cash fund of \$4,200. The single transaction maximum expenditure allowed from this account is currently \$100. Request an increase in the single transaction expenditure limit from \$100 to \$300.

Current Policy or Practice -

Funding advances from petty cash routinely go over \$100 due to increased costs, a typical transaction advance is between \$200 and \$300.

Impact of Adopting Proposal -

The maximum single transaction threshold of \$100, from the Sheriff's Office petty cash revolving fund, has not increased since 2008 and is insufficient to meet Departmental needs. The fund is used to advance money to Deputies who make out-of-state prisoner conveyances, conduct investigations, attend out-of-state conferences, and to make miscellaneous and emergency purchases including registration and title transfer of new vehicles, and CDL permits and licenses.

**Fiscal Estimate:**

Fiscal Effect (check all that apply) -

- No Fiscal Effect
- Results in Revenue Increase
- Results in Expenditure Increase
- Results in Revenue Decrease
- Results in Expenditure Decrease

Budget Effect (check all that apply) -

- No Budget Effect
  - Increases Rev. Budget
  - Increases Exp. Budget
  - Decreases Rev. Budget
  - Decreases Exp. Budget
  - Increases Position Authority
  - Decreases Position Authority
- Note: if any budget effect, 2/3 vote is required

**Narrative/Assumptions about long range fiscal effect:**

N/A

**Expenditure/Revenue Changes:**

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services					County Taxes				
Operating Expenses					Federal				
Contractual Services					State				
Capital					Other				
Total	\$0	\$0	\$0	\$0	Total	\$0	\$0	\$0	\$0

**Personnel Impact/FTE Changes:**

N/A

**Prepared By:**

Agency:	Dane County Sheriff's Office	Division:	Administrative Services
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