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2016 RES. – 513

**ESTABLISHING A PETTY CASH CHECKING ACCOUNT
FOR THE DANE COUNTY CHILD SUPPORT AGENCY**

The Dane County Child Support Agency is required to pay for certain documents such as birth certificates, certified copies of court orders, and service of process requests made to other counties and states. The majority of those agencies require advance payment prior to fulfilling a request for a document or attempting service. With the changes taking place in the Clerk of Courts regarding e-filing of cases, the court papers in need of service are available much more quickly than with paper filings. Therefore, the Child Support Agency is requesting a petty cash checking account be established in the Child Support Agency's Office in the amount of \$1,000 for the payment of these fees in a more efficient and timely manner. The account would be used to make payment of service fees to vendors who require advance payment, as well as copies of birth certificates and records from other agencies. Due to varied costs the Child Support Agency requests a per check limit of \$250.

NOW, THEREFORE, BE IT RESOLVED that a petty cash checking account be established in the amount of \$1,000.00 for the Dane County Child Support Agency to provide for the payment of service fees where such payment is required in advance, as well as other emergent expenses requiring pre-payment. Receipts, invoices or other evidence shall be available to determine the item or service being paid for.

BE IT FINALLY RESOLVED that the Dane County Board of Supervisors authorizes the creation of a petty cash checking account for the Dane County Child Support Agency in the amount of \$1,000, have a check limit of \$250, and that the Dane County Treasurer's Office be authorized and directed to issue a check in the amount of \$1,000.00 to the Dane County Child Support Agency for the establishment of the petty cash checking account.