

**DANE COUNTY  
POLICY AND FISCAL NOTE**

_____ Original ✓	_____ Update	Substitute No. _____
Sponsor: Rusk		Resolution No. 2014 RES-343
Vote Required:		Ordinance Amendment No. _____
Majority <u>  x  </u>		Two-Thirds _____

Title of Resolution or Ord. Amd.:

**AUTHORIZING AN INCREASE IN THE CORPORATION COUNSEL'S OFFICE PETTY CASH CHECKING ACCOUNT**

**Policy Analysis Statement:**

Brief Description of Proposal -

Due to increased costs and the fact that advance payments are becoming more common, the Corporation Counsel's Office would like to increase the petty cash check limit to \$500. The Dane County District Attorney's Office currently uses these limits.

Current Policy or Practice -

The Dane County Corporation Counsel's Office utilizes a petty cash checking account. The current check limit is \$100. This account is used to pay for medical records, service fees, and vendors who do not take credit cards, etc.

Impact of Adopting Proposal -

**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)

- x   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:**

There are no changes in revenues or expenditures as a result of this resolution

**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:**

None

**Prepared By:**

Agency: Corporation Counsel	Division:	
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Reviewed by:	Date:	Phone: