



Tarrant County Office of Historic Preservation and Archives
200 Taylor Street - Suite 5200
Fort Worth, TX 76196-0226
Phone: 817-884-3272
archives@tarrantcountytexas.gov

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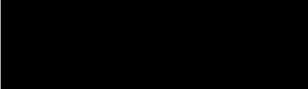
Dear Kim Trussell,

I am writing to you today to request that the Auditor's Office establish an official change fund for the Historic Preservation and Archives Office. A change fund for my department is necessary to provide change for patrons requesting copies and scans of archival materials. The Historic Preservation and Archives Office does not have a high number of patrons on a daily or weekly basis and the cost of copies and scans are quite low, so I believe a change fund of \$100 would suffice.

During my informative meeting with Brandy Greene this morning regarding auditing procedures, we realized that the change fund that we currently have on hand was not officially created with the Auditor's Office. Brandy completed a cash count, and the funds total \$215.23. I am happy to deposit this cash, but I would like to request that we have our official change fund approved and in-hand before making that deposit. This would allow us to continue serving our patrons prior to the establishment of the official change fund. As we do not have an electronic payment method established for Historic Preservation and Archives, we require patrons to pay by cash or check.

Please let me know if I can provide any additional information to assist in making a determination of creation of the cash fund or holding off depositing the existing cash on hand. I appreciate your time and consideration.

Sincerely,


Jaimi Parker
Historic Preservation and Archives Officer
Tarrant County