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TO: County Board of Commissioners
FROM: Lucas Dahling, Finance Director
SUBJECT: Approval of the Goodhue County Petty Cash and Change Funds (2025)
DATE: December 17th, 2024

BACKGROUND

Staff is bringing the existing three petty cash and eight change fund balances to the Board for annual approval.

Petty cash funds – typically used for smaller type reimbursements to employees for county expenses and are replenished when needed.

Change funds – used to make change for customers; balances in these accounts remain the same.

DISCUSSION

The chart below outlines the petty cash and change fund balances by department. No changes are requested at this time.

Petty Cash		
Finance & Taxpayer Services	25	
Public Works	50	
Sheriff	100	
Total Petty Cash		175
Change Funds		
Finance & Taxpayer Services	1,000	
Court Services	100	
Recorder	50	
Sheriff	500	
HHS (PHS Administration)	100	
HHS (HHS - Finance)	100	
HHS (HHS - Front Desk)	100	
Waste Management	75	
Total Change Funds		2,025
Total Petty Cash & Change Funds		2,200

RECOMMENDATION

Staff recommends the Board approve the petty cash and change fund balances for 2025.