



**COMMISSIONERS COURT  
COMMUNICATION**

COURT ORDER NUMBER 145407

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DATE: 6/17/2025

**SUBJECT: CONSIDERATION TO AUTHORIZE AN INCREASE TO THE CHANGE FUNDS HELD BY THE COUNTY CLERK'S OFFICE**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider authorizing an increase to the change funds held by the County Clerk's Office.

**BACKGROUND**

The County Clerk is requesting an additional \$80.00 in change funds for the vital statistics offices located in Mansfield and Southlake. Each office will receive \$40.00. The increase is needed for these two locations since customers do not have easy access to an ATM or credit union. Attached is the County Clerk's written request.

The County Auditor approves this increase.

**FISCAL IMPACT**

This change fund increase will be funded from account 10000-2025 100100.

SUBMITTED BY	Auditor	PREPARED BY:	Kim Trussell
		APPROVED BY:	Kimberly Buchanan



Tarrant County 1895 Historic Courthouse

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Mary Louise Nicholson, Tarrant County Clerk  
*Recording life's events since 2011*

100 W. Weatherford, Rm.130  
Fort Worth Texas 76196-0401

Date: May 27, 2025

To: Kim Buchanan, Tarrant County Auditor


From: Mary Louise Nicholson, Tarrant County Clerk

Re: Increase in Change Funds

Dear Ms. Buchanan,

The County Clerk's office is requesting an additional \$80 in the change funds for two vital statistics offices. A \$40 increase in the Mansfield sub-courthouse and a \$40 increase in the Southlake sub-courthouse change funds are needed. Both change funds are currently \$60 each. The increase is needed for these two locations due to customers not having easy access to an ATM or credit union in the area.

Sincerely,



Mary Louise Nicholson  
Tarrant County Clerk