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# **Le Sueur County, MN**

**Tuesday, September 22, 2015**

**Board Meeting**

## **Item 2**

**9:05 am Pam Simonette (5 min)**

*RE: License Bureau Over/Under Policy*

**Staff Contact:**

## Le Sueur County License Bureau Over/Under Fund Policy

The Over/Under Fund account will have an opening balance of \$25.00.

Any amount in excess of \$5.00 will be refunded to the purchaser, if known, otherwise will be receipted into the Over/Under Fund account.

Any amount of \$5.00 and under will be receipted into the Over/Under Fund account.

The Over/Under Fund account will be reconciled weekly and reviewed monthly by the Motor Vehicle Supervisor. When the balance exceeds \$50.00, the money in excess of the \$25.00 will be turned over to the Le Sueur County Auditor-Treasurer. When the Over/Under Fund is depleted, approval will be needed from the Finance Director and the County Auditor-Treasurer, or any delegates assigned to deposit back in to return to \$25.00 balance.

Any daily shortage over the amount remaining in the balance of the Over/Under Fund will be pulled directly from the Revenue Fund with the approval needed from the Finance Director and the County Auditor-Treasurer, or any delegates assigned.

An Incident Log will be used to track any shortage over the amount remaining in the Over/Under Fund that will be pulled directly from the Revenue Fund. This log will also be reviewed monthly by the Motor Vehicle Supervisor.