

To: President and Members of the Munster Town Council

From: Wendy Mis
Clerk-Treasurer

Date: October 16, 2023

Re: Cash Drawer Authorization Levels

The Office of the Clerk-Treasurer has authority for a \$400.00 cash drawer to be used at the main counter. This amount was authorized in October, 2011. Staff has observed that it is difficult to keep adequate change available for waiting on customers and is requesting an increase of \$100.00 for a total amount of \$500.00.

RECOMMENDED ACTION:

As part of the Consent Agenda, authorize a \$100.00 cash drawer increase for the Office of the Clerk-Treasurer for a total cash drawer of \$500.00.