

**County of Milwaukee**  
Inter-Office Communication

**Date:** November 2, 2012

**To:** Willie Johnson, Jr., Co-Chair, Finance, Personnel, & Audit Committee  
David Cullen, Co-Chair, Finance, Personnel, & Audit Committee

**From:** David Ehlinger, Fiscal Operations Administrator -- Courts

**Subject:** Petty cash within Combined Courts Operations

As part of the normal preparation for year-end, DAS has requested that all departments confirm the amounts of petty cash and/or change funds that each department has. Based upon my assessment of the current needs of our department, I am requesting that our authorized petty cash amounts as per Milwaukee County Code 15.17 be increased as follows:

Current Code Description	Municipal Code	Current Authorized	Proposed amounts		
			Description	Amount	Increase
Register in probate	15.17(2)(h)	100.00	Clerk of Circuit Court - Probate	200.00	100.00
Clerk of circuit court	15.17(2)(i)	300.00	Clerk of Circuit Court - Admin	700.00	400.00
Clerk of courts - C/M/T	15.17(2)(j)	500.00	Clerk of Circuit Court - Criminal	500.00	0.00
Clerk of civil court	15.17(2)(k)	300.00	Clerk of Circuit Court - Civil	1,150.00	850.00
Children's court center	15.17(2)(x)	250.00	Clerk of Circuit Court - Children	250.00	0.00
Total		1,450.00		2,800.00	1,350.00

Thank you in advance for your consideration.

Signed,



David P. Ehlinger, CPA

C: John Barrett, Clerk of Circuit Court / Register in Probate  
James Smith, Chief Deputy Clerk of Circuit Court  
Aimee Funck, Accountant III