

Office of the Auditor-Controller
Contra Costa County

Robert R. Campbell
Auditor-Controller



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October 28, 2015

TO: David Twa, County Administrator

FROM: Robert R. Campbell, Auditor-Controller

A handwritten signature in blue ink, appearing to be "RRC", written over the name Robert R. Campbell.

A handwritten signature in black ink, appearing to be "H. Nahal", written in the right margin.

SUBJECT: Health Services Department's Report of \$540.88 Shortage in the Revolving Fund.

In accordance with Administrative Bulletin 207.7, Section VI.C *Relief of Shortages and Account Collections – For Shortages Greater than \$250*, the attached copy of the subject report is being forwarded for your review and presentation to the Board of Supervisors for action.

The Office of the Auditor-Controller has verified and concurs with the contents of the report. Upon the Board's approval, the requested relief shall be authorized.

RRC/msr

Cc: Bud DeCesare



CONTRA COSTA
HEALTH SERVICES

MEMORANDUM

Date: July 27, 2015
To: Robert Campbell, Auditor-Controller
From: Linh Huynh, Accountant III *LH*
Health Services Department - Finance
Subject: Request for Relief of Cash Shortage

Please consider this memo a request for the relief of a \$540.88 shortage in the Revolving Fund.

Attached is the Discovery House II flexible checking account reconciliation that shows the amounts outstanding. Also, attached is a memo from Edna Noguera, Accountant III for Alcohol and Other Drugs Services (AODS) and the most recent custodian for the account explaining the reason for the shortage. The shortage stems from a Discovery House counselor who purchased holiday gifts for resident patients in December 2009 and emergency veterinary expenses in June 2010 for the therapy cat residing at the Discovery House. The counselor in question is no longer with the County and the cat has passed away. Prior custodians responsible for this account have retired from the County.

Similar shortages have not happened since. The Discovery House II flexible checking account has been closed. Moving forward, any discrepancies will be quickly identified and resolved.

Please contact me at 925-957-5459 for any questions. Thank you!

Department Approval: *Bud DeC* Date: *7/27/2015*

Attachments: Discovery House II Flexible Checking Account Reconciliation
Memo from Edna Noguera

Cc: Bud DeCesare
Editha Guevarra
Amy Huang
Edna Noguera
Alicia Pormento
Faye Ny