



Contra  
Costa  
County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: March 3, 2015  
Subject: Request for Relief of Cash Shortage

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**RECOMMENDATION(S):**

AUTHORIZE relief of cash shortage in Health Services Department, Public Health Divisions' Petty Cash Fund, in the amount of \$415.00, as recommended by the Auditor-Controller.

**FISCAL IMPACT:**

Cash shortage in the amount of \$415.00 will be funded with 100% General Fund.

**BACKGROUND:**

In accordance with provisions of Administrative Bulletin 207.7, the Auditor-Controller has verified and concurs with the report of a cash shortage in the amount of \$415.00 in the Public Health Divisions Petty Cash Fund.

The shortage was discovered during an audit of the Petty Cash Fund and relates to a postage due account. The Department has been unsuccessful in attempts to determine how and when the shortfall occurred. The postage account is no longer included in the petty cash balance and

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/03/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I  
Supervisor  
Candace Andersen, District II  
Supervisor  
Mary N. Piepho, District III  
Supervisor  
Karen Mitchoff, District IV  
Supervisor

ABSENT: Federal D. Glover, District V  
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 3, 2015

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephannie L. Mello, Deputy

Contact: Dorothy Sansoe,  
925-335-1009

cc:

annual, unannounced audits of the fund will be conducted.

BACKGROUND: (CONT'D)

The Department has no reason to believe that this was caused by fraud or gross negligence.

CONSEQUENCE OF NEGATIVE ACTION:

The shortage will not be relieved, cash will not be in balance.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

Auditor-Controller Letter