



Contra Costa County

To: Board of Supervisors
 From: David Twa, County Administrator
 Date: December 8, 2015
 Subject: Request for Relief of Cash Shortage

RECOMMENDATION(S):

AUTHORIZE relief of cash shortage in the Health Services Department, Discovery House Petty Cash Fund, in the amount of \$540.88, as recommended by the Auditor-Controller.

FISCAL IMPACT:

The cash shortage in the amount of \$540.88 will be funded with 100% client fees.

BACKGROUND:

In accordance with provisions of Administrative Bulletin 207.7, the Auditor-Controller has verified and concurs with the department's report of a cash shortage in the amount of \$540.88.

The shortage is the result of checks written on the Alcohol and Other Drugs Services checking account. In December of 2009 \$400 was used for Christmas gifts for the residents of Discovery House and in June of 2010 \$154.88 was used for veterinary services for a Discovery House therapy cat. (Note: reversal of \$14 in bank fees)

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/08/2015** ☒ 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
 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: December 8, 2015

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

By: June McHuen, Deputy

Contact: Enid Mendoza, (925)
 335-1039

cc:

There was no fraud or gross negligence on the part of any County employee or County Department.

BACKGROUND: (CONT'D)

CONSEQUENCE OF NEGATIVE ACTION:

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

ATTACHMENTS

Auditor-Controller Letter