



Contra Costa County

To: Board of Supervisors
 From: David Twa, County Administrator
 Date: March 1, 2016
 Subject: Request for Relief of Cash Shortage

RECOMMENDATION(S):

AUTHORIZE relief of cash shortage in the Treasurer-Tax Collector's Office in the amount of \$1,337.00

FISCAL IMPACT:

Cash shortage in the amount of \$1,337.00 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 \$1,337 in the Treasurer-Tax Collector's Office.

The shortage occurred sometime during the normal course of business on April 6, 2015, and was discovered on the morning of April 7, 2015, while balancing the previous day's transactions. The Treasurer-Tax Collector promptly requested the Auditor-Controller perform an internal control review of their policies and procedures for the handling of cash payments. The review was conducted by Internal Audit and the strengthening of internal controls for the safeguarding of cash was recommended.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/01/2016** ☒ 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: March 1, 2016

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

By: Stephanie L. Mello, Deputy

Contact: Laura Strobel (925)
 335-1091

cc:

CONSEQUENCE OF NEGATIVE ACTION:

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

ATTACHMENTS

Auditor-Controller Letter