



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: July 18, 2017
Subject: Request for Relief of Cash Shortage

RECOMMENDATION(S):

AUTHORIZE relief of cash shortage in the Sheriff's Department-Detention Bureau in the amount of \$252.00.

FISCAL IMPACT:

Cash shortage in the amount of \$252.00 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 \$252.00 in the Sheriff's Department-Detention Bureau.

The shortage occurred on August 10, 2016 at the Martinez Detention Facility during the swing shift. Funds that should have been posted to one inmate's account were instead placed on the account of another inmate who was released with the balance of funds before the error was identified. Going forward, fund balances on new bookings will be verified with the Funds Receipt prior to issuing a check when the bookings have not been reviewed by the Shift Sergeant or Release Clerk.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/18/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, 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: July 18, 2017

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

By: Stephanie 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.