



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: July 24, 2018
Subject: Request for Relief of Cash Shortage

RECOMMENDATION(S):

AUTHORIZE relief of cash shortage in the Public Works Department in the amount of \$6,557.00.

FISCAL IMPACT:

Cash shortage in the amount of \$6,557.00 will be funded with 100% County Service Areas M-17 & R-10 funds.

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 \$6,557.00 in the Public Works - County Service Areas M17 and R-10 (attached).

The shortages occurred during 2017/18 at the Montara Bay Community Center in San Pablo, the Lefty Gomez Community Center in Rodeo and the Rodeo Senior Center. There were discrepancies with revenue and deposits related to these facilities and, after internal investigations of rental documentation, receipt logs, and bank deposit documentation, it was determined that fraudulent activity or theft by contract employees was a reasonable

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/24/2018** ☒ 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 24, 2018

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

By: June McHuen, Deputy

Contact: Laura Strobel (925)
335-1091

cc:

conclusion. The Department has filed an incident report with the Sheriff's Office and is working to recover the funds.

BACKGROUND: (CONT'D)

All rentals at these facilities have been suspended until a new Facility Coordinator is identified and a number of safeguards are being evaluated to prevent similar occurrences from happening in the future.

CONSEQUENCE OF NEGATIVE ACTION:

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

ATTACHMENTS

Auditor-Controller Verification