



# Contra Costa County

To: Board of Supervisors  
 From: David Twa, County Administrator  
 Date: April 9, 2019  
 Subject: Request for Relief of Cash Shortage

## **RECOMMENDATION(S):**

AUTHORIZE relief of cash shortage in the Health Services - Public Health Division in the amount of \$348.67.

## **FISCAL IMPACT:**

Cash shortage in the amount of \$348.67 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 \$348.67 in the Health Services - Public Health Division.

The shortage resulted from the theft of Target gift cards totaling \$348.67 between 1/29/17 - 2/18/17 on the part of a temporary employee hired to support the Tobacco Prevention Program. The Department investigated the incident, cataloged and reported lost assets and filed a report with the Martinez Police Department. Additionally, the Department has worked to strengthen existing controls and protocols for gift cards, including a separation of duties and the development of more stringent tracking mechanisms.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/09/2019** ☒ 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: April 9, 2019

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.

ATTACHMENTS

Report of Shortage