



**COUNTY OF SAN LUIS OBISPO  
BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Auditor-Controller- Treasurer-Tax Collector	(2) MEETING DATE 8/20/2019	(3) CONTACT/PHONE Kerry Bailey (805) 788-2979 Mark Maier (805) 781-4267	
(4) SUBJECT Submittal of the Annual Cash Shortages and Overages Report and the Departmental Bank Accounts and Cash Funds Listings for the fiscal year ended June 30, 2019. All Districts.			
(5) RECOMMENDED ACTION It is recommended the Board receive and file the FY 2018-19 Cash Shortages and Overages Report and the Department Bank Accounts and Cash Fund Listings.			
(6) FUNDING SOURCE(S) N/A	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date <u>8/7/2018</u>	
(17) ADMINISTRATIVE OFFICE REVIEW <i>Nikki J. Schmidt</i>			
(18) SUPERVISOR DISTRICT(S) All Districts			



## COUNTY OF SAN LUIS OBISPO

TO: Board of Supervisors

FROM: James W. Hamilton, CPA, Auditor-Controller-Treasurer-Tax Collector

DATE: 8/20/2019

SUBJECT: Submittal of the Annual Cash Shortages and Overages Report and the Departmental Bank Accounts and Cash Funds Listings for the fiscal year ended June 30, 2019. All Districts.

### **RECOMMENDATION**

It is recommended the Board receive and file the FY 2018-19 Cash Shortages and Overages Report and the Department Bank Accounts and Cash Fund Listings.

### **DISCUSSION**

The Board of Supervisors, Resolution Number 84-40 dated January 24, 1984, directs the County Auditor-Controller to perform certain functions of the Board pertaining to the approval of cash shortages, reporting of cash shortages and overages; and the establishment and discontinuance of cash funds including cash difference funds and revolving funds. The resolution also directs the County Auditor-Controller to make an annual report to the Board concerning the above matters.

This report is rendered in accordance with the provisions of Government Code Section 29370.1 and Board of Supervisors' Resolution Number 84-40. The shortages listed have been reviewed and approved by the County Auditor-Controller-Treasurer-Tax Collector's (ACTTC) Office.

Approval of cumulative cash shortage replenishments during the 2018-19 fiscal year were as follows:

<u>Department</u>	<u>Routine Shortages</u>
Agricultural Commissioner	\$ 1.50
Animal Services	1.00
Auditor-Controller-Treasurer-Tax Collector	1,572.80
Clerk-Recorder	10.00
Parks and Recreation	201.59

Planning and Building	5.00
Public Health	9.00
Sheriff-Coroner	11.15
<i>Subtotal Routine Shortages</i>	<u>\$1,812.04</u>
	<u><u>Non-Routine Shortages</u></u>
Animal Services	\$ 100.00
Parks and Recreation	5.00
Sheriff-Coroner	120.00
<i>Subtotal Non-Routine Shortages</i>	<u>\$225.00</u>
Total Shortages	<u><u>\$2,037.04</u></u>

Routine cash overages during the 2018-19 fiscal year were as follows:

<u>Department</u>	<u>Routine Overages</u>
Agricultural Commissioner	\$ 11.60
Airports	4,107.00
Animal Services	44.00
Auditor-Controller-Treasurer-Tax Collector	1,515.97
Clerk-Recorder	4,075.16
District Attorney	42.82
Golf	45.92
Library	5.63
Probation Department	999.88
Public Health	3.00
Risk Management	0.92
Total Overages	<u><u>\$10,851.90</u></u>

Cash shortages primarily result from routine cash handling errors; however, the Sheriff-Coroner had non-routine cash shortages due to counterfeit bills in the amount of \$100 and \$20 being accepted. The Parks and Recreation Department had one non-routine cash shortage due to a counterfeit bill in the amount of \$5 being deposited into an Iron Ranger pay station. A non-routine cash shortage was reported by the Animal Services Department in the amount of \$100. The amount was discovered missing from an employee's change fund after they returned from vacation. Internal audit staff worked with Animal Services staff to investigate the missing amount. The missing funds are believed to be the result of theft. Internal audit staff reviewed cash handling policies and procedures with Animal Services cash handlers.

Cash overages primarily result from mail-in payments to the Clerk-Recorder and the Tax Collector whose policies are to accept overages and shortages of up to \$10 per transaction in order to avoid processing delays. Airports reported overages of \$4,107 for the FY 2018-19, primarily due to the automated parking kiosks inability to give change. All cash overages were determined to be routine in nature.

In addition to the cash overages and shortages, we are submitting complete listings of approved Departmental Bank Accounts and Cash Funds as of June 30, 2019, as required by Resolution Number 84-40.

### **OTHER AGENCY INVOLVEMENT/IMPACT**

All County departments with imprest funds and/or bank accounts participate in the review of funds and the compilation of our report.

### **FINANCIAL CONSIDERATIONS**

FY 2018-19 total cash shortages amounted to \$2,037.04. The shortages were replenished from department budgets. Routine cash overages amounted to \$10,851.90.

### **RESULTS**

ACTTC unannounced cash counts, policies on cash shortages and overages, and annual reports help in minimizing cash handling errors and contribute to the County's vision of a well-governed community.

### **ATTACHMENTS**

- 1 County of San Luis Obispo Departmental Bank Accounts 6/30/2019
- 2 County of San Luis Obispo Cash Funds 6/30/2019

**COUNTY OF SAN LUIS OBISPO**  
**Departmental Bank Accounts**  
**30-Jun-19**

Department	Bank Name & Branch	Account Purpose	Authorized Amount	Resolution Number	Resolution/ Authorization Date
Animal Services	Union Bank	Animal Licensing Fees	Transfer Acct.	Auditor	03-Mar-07
Auditor-Controller-Treasurer-Tax Collector	MUFG Union Bank, N.A.	Public Administrator Account	N/A	83-267	11-Jul-83
Auditor-Controller-Treasurer-Tax Collector	MUFG Union Bank, N.A.	Public Administrator Trust	N/A	83-267	11-Jul-83
Auditor-Controller-Treasurer-Tax Collector	MUFG Union Bank, N.A.	Public Administrator Revolving Acct.	\$5,000	78-317	05-Jun-78
Auditor-Controller-Treasurer-Tax Collector	MUFG Union Bank, N.A.	Treasury Depository	N/A	78-317	05-Jun-78
Auditor-Controller-Treasurer-Tax Collector	MUFG Union Bank, N.A.	Treasury Credit Card Depository	N/A	N/A	Treasurer
Auditor-Controller-Treasurer-Tax Collector	MUFG Union Bank, N.A.	Securities Custody Account	N/A	N/A	Treasurer
Auditor-Controller-Treasurer-Tax Collector	MUFG Union Bank, N.A.	Electronic Funds Transfer Zero Balance Account	N/A	N/A	Treasurer 30-Aug-99
Auditor-Controller-Treasurer-Tax Collector	MUFG Union Bank, N.A.	Social Services Direct Deposit	N/A	N/A	Treasurer
Auditor-Controller-Treasurer-Tax Collector	MUFG Union Bank, N.A.	Deferred Compensation	N/A	N/A	23-Jul-02
Auditor-Controller-Treasurer-Tax Collector	MUFG Union Bank, N.A.	Electronic Benefits Transfer	N/A	N/A	28-Aug-01
Auditor-Controller-Treasurer-Tax Collector	MUFG Union Bank, N.A.	U. S. Govt Loans Treas Account	N/A	N/A	N/A
Auditor-Controller-Treasurer-Tax Collector	MUFG Union Bank, N.A.	Flexible Spending Acct	N/A	N/A	N/A
Auditor-Controller-Treasurer-Tax Collector	MUFG Union Bank, N.A.	Elec Credit Card Payment Acct	N/A	N/A	N/A
Auditor-Controller-Treasurer-Tax Collector	MUFG Union Bank, N.A.	Controlled Disbursement Account	N/A	N/A	N/A
Auditor-Controller-Treasurer-Tax Collector	Pacific Western Bank	Treasury Depository	N/A	N/A	Treasurer
Auditor-Controller-Treasurer-Tax Collector	Pacific Premier Bank	PIMMA	N/A	N/A	20-Jul-12
Auditor-Controller-Treasurer-Tax Collector	Pacific Western Bank	PIMMA	N/A	N/A	10-Sep-12
Auditor-Controller-Treasurer-Tax Collector	Five Star Bank	PIMMA	N/A	N/A	14-Dec-16
Auditor-Controller-Treasurer-Tax Collector	Stone Castle Cash Management	Federally Insured Cash Acct (FICA)	N/A	N/A	N/A
Child Support Services	Union Bank	Transfer account to the State of California SDU	Transfer Acct.	Auditor	2-Jan-07
District Attorney	Union Bank	Victim's Assistance Fund Non-General Fund Cash	\$1,000	Auditor	28-Oct-87
District Attorney	Union Bank	Imprest Cash Fund, Detection Crime, and Civil Action	\$5,000	80-407	10-Nov-80
Health Department	Union Bank	Public Guardian Revolving Account	\$1,500	Auditor	14-Apr-88
Health Department	Union Bank	Public Guardian Conservatorship Estates	Trust Account	83-267	11-Jul-83
Health Department	Union Bank	Public Guardian Conservatorship (Revolving Account)	Trust Account	Auditor	14-Apr-88
Health Department	Union Bank	Public Guardian- clearing account for direct deposits	Trust Account	N/A	23-Mar-11
Health Department	Union Bank	Public Guardian Representative Payees	Trust Account	N/A	05-Mar-13
Mental Health/ Behavioral Health	Union Bank	ACTS Assistance Fund Non-General Fund Cash	\$750	Auditor	15-Feb-90
Risk Management	Bank of America	Liability Payments Revolving Account Payments made through third-party administrators	Revolving Transfer Account	2004-238	20-Jul-04
Risk Management	Union Bank	Workers Compensation Claims Account	N/A	Auditor	Jun-15
Sheriff-Coroner	Union Bank of California	Custody Release (Balanced to \$20,000)	(not an imprest acct)	Auditor	03-Oct-08
Sheriff-Coroner	Union Bank	Civil Division - Revolving Account	\$6,000	Auditor	30-Apr-99
Sheriff-Coroner	Union Bank	GovPay Credit Card Transfer Sheriff's Alternative Sentencing Programs	(not an imprest acct)	Auditor	01-Jul-11
Social Services	Union Bank	Immediate Need Assistance Revolving Fund - W	\$30,000	Auditor	03-Oct-89
Social Services	Union Bank	Immediate Need Services Revolving Fund - G	\$50,000	Auditor	17-Oct-90
<b>Total</b>			<u>\$99,250</u>		

**COUNTY OF SAN LUIS OBISPO**  
**Cash Funds**  
**30-Jun-19**

Department	Amount	Fund Purpose
Admin	\$100	Change Fund
Agricultural Commissioner	\$675	Change Fund & Petty Cash
Airports	\$100	Change Fund
Animal Services	\$700	Change Fund & Petty Cash
Assessor	\$150	Change Fund & Petty Cash
Auditor-Controller-Treasurer-Tax Collector	\$1,650	Change Fund, Petty Cash & Shortage Reimbursement Fund
Child Support Services	\$200	Change Fund & Petty Cash
Clerk-Recorder	\$950	Change Fund & Petty Cash
District Attorney	\$400	Change Fund & Petty Cash
Health Agency	\$3,100	Change Fund & Petty Cash
Law Library	\$100	Change Fund
Library	\$1,120	Change Fund & Petty Cash
Parks and Recreation	\$6,175	Change Fund
Planning	\$450	Petty Cash
Probation	\$1,200	Change Fund & Petty Cash
Public Works	\$400	Change Fund & Petty Cash
Sheriff-Coroner	\$11,800	Change Fund, Inmate Cash Drawer, Investigative Fund and Petty Cash
Social Services	\$250	Petty Cash
Veteran's Services	\$100	Petty Cash
Total	<u>\$29,620</u>	