



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

(1) DEPARTMENT Auditor-Controller-Treasurer- Tax Collector	(2) MEETING DATE 2/1/2022	(3) CONTACT/PHONE Mark Maier (805) 781-4267	
(4) SUBJECT Submittal of CliftonLarsonAllen LLP Independent Accountants' Report on the County Treasury's cash balance and accountability for the second quarter of FY 2021-22 conducted on December 6, 2021. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board receive, review, and file the Independent Accountants' Reports.			
(6) FUNDING SOURCE(S) FC 100 – Board of Supervisors	(7) CURRENT YEAR FINANCIAL IMPACT \$2,530	(8) ANNUAL FINANCIAL IMPACT \$0	(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: N/A <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>10/19/2021</u>	
(17) ADMINISTRATIVE OFFICE REVIEW Zachary A. Lute			
(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: 2/1/2022

SUBJECT: Submittal of CliftonLarsonAllen LLP Independent Accountants' Report on the County Treasury's cash balance and accountability for the second quarter of FY 2021-22 conducted on December 6, 2021. All Districts.

RECOMMENDATION

It is recommended that the Board receive, review, and file the Independent Accountants' Reports.

DISCUSSION

California Government Code Sections 26920 and 26922, require quarterly reviews and reporting of the County Treasurer's statement of assets. The review may occur any time during the quarter. To comply with government code, an unannounced review was conducted at the County Treasurer's Office on December 6, 2021, and the reconciliations of records were verified. The independent public accounting firm, CliftonLarsonAllen LLP requested the count of the physical cash on hand be performed by the County's Internal Audit Division. All other procedures were performed by CliftonLarsonAllen LLP.

In the attached second quarter Independent Accountants' Report, CliftonLarsonAllen LLP states cash funds of \$22,507,632 were accounted for and balanced to the Treasurer's Daily Cash Report. Investments in the County Treasury totaled \$1,297,555,186 and were reconciled from investment reports to the Treasurer's Daily Report. The investments were also reviewed and found to be in compliance with the current County Treasury's Investment Policy. Total funds in the County Treasury on December 6, 2021, were \$1,320,062,818.

OTHER AGENCY INVOLVEMENT/IMPACT

The cash procedures were conducted at the County Treasury.

FINANCIAL CONSIDERATIONS

Audits of the County Treasury cost \$2,530 per quarter and are funded by the General Fund.

RESULTS

Quarterly cash and investment reviews of the Treasury fulfill Government Code requirements and inform the Board of Supervisors and the public on the status of the County Treasury.

ATTACHMENTS

- 1 Independent Accountants' Treasury Report Q2 FY 2021-22

COUNTY OF SAN LUIS OBISPO
QUARTERLY CASH COUNT
SECOND QUARTER
FISCAL YEAR 2021-22



WEALTH ADVISORY | OUTSOURCING
AUDIT, TAX, AND CONSULTING

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**COUNTY OF SAN LUIS OBISPO
QUARTERLY CASH COUNT
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SECOND QUARTER FISCAL YEAR 2021-22**

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INDEPENDENT ACCOUNTANTS' REPORT

Board of Supervisors
County of San Luis Obispo
San Luis Obispo, California

We have performed the procedures enumerated below on the proper balance and accountability of cash as directed by California Government Code Sections 26920 and 26922 for the quarter ended December 31, 2021. The County of San Luis Obispo's management is responsible for the safe keeping of cash and preparation of cash reconciliations.

The County has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of determining the proper balance and accountability of cash in the County Treasury at quarter end. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated findings are as follows:

1. We obtained the Treasurer's Daily Report for the randomly selected date of December 6, 2021, to perform the unannounced cash count. As directed by California Government Code Sections 26920 and 26922, an unannounced cash count was conducted at the County Treasurer's Office on December 6, 2021, and cash funds of \$22,507,631.74 were accounted for and balanced to the Treasurer's Daily Report. Total funds in the County Treasury on December 6, 2021, were \$1,320,062,817.60.

Results: Procedure performed with no exceptions.

2. We were engaged to count the cash on hand at the Treasurer's office at a randomly selected date for the December 31 quarter and compared the count to the Treasurer's Daily Report (TDR) maintained by the Treasurer or obtain a physical cash count report from the County of San Luis Obispo Internal Audit department.

Results: We obtained the physical cash count report from the County of San Luis Obispo Internal Audit department and have included it as attachment A.

3. We re-computed the reconciliation for the Union Bank Main account and compared all stated bank cash balances to the bank statements.

Results: Procedure performed with no exceptions.



4. We re-computed the reconciliation and compared the stated investment balances to the investment reports.

Results: Procedure performed with no exceptions.

5. We traced reconciling items greater than \$500,000 reflected on the Treasurer's Cash Reconciliation to the subsequent bank statement and list dates items cleared.

Results: Procedure performed with no exceptions. All reconciling items appeared on the December 7, 2021 subsequent bank statement.

6. We obtained the County Treasury's Investment Policy and listing of the Treasurer's investments at the randomly selected date. We compared the listing of the Treasurer's investments to the authorized investments summarized in the County's Investment Policy and California Government Code Section 53601.

Results: Procedure performed with no exceptions.

We were engaged by the County of San Luis Obispo Board of Supervisors to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the AICPA. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the proper balance and accountability of cash in the County Treasury at quarter end. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the County of San Luis Obispo and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of County of San Luis Obispo, management and the Board of Supervisors and is not intended to be, and should not be, used by anyone other than these specified parties.



CliftonLarsonAllen LLP

Roseville, California
December 22, 2021

**COUNTY OF SAN LUIS OBISPO
TREASURER'S DAILY REPORT
SECOND QUARTER FISCAL YEAR 2021-22**

JAMES W. HAMILTON, CPA, COUNTY TREASURER
SAN LUIS OBISPO COUNTY
TREASURER'S DAILY REPORT

DATE: 06-Dec-21
12:15:44 PM

<p>DISBURSEMENT SUMMARY:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Union Bank Control Disb.</td><td style="text-align: right;">1,549,799.80</td></tr> <tr><td>EBT</td><td style="text-align: right;">307,569.48</td></tr> <tr><td>FSA</td><td style="text-align: right;">5,463.63</td></tr> <tr><td>SSDD</td><td style="text-align: right;">588.00</td></tr> <tr><td>State Payroll Taxes</td><td style="text-align: right;">376,490.53</td></tr> <tr><td>Federal Payroll Taxes</td><td style="text-align: right;">1,968,934.07</td></tr> <tr><td>SLOCOE CalSTRS</td><td style="text-align: right;">5,124,081.88</td></tr> <tr><td>TOTAL DISBURSEMENTS:</td><td style="text-align: right;">9,432,927.39</td></tr> <tr><td>Rev Wt #6505609</td><td style="text-align: right;">0.23</td></tr> <tr><td>APD Return</td><td style="text-align: right;">(195.29)</td></tr> <tr><td>*Net Credit Adjustment</td><td style="text-align: right;">(195.06)</td></tr> </table>	Union Bank Control Disb.	1,549,799.80	EBT	307,569.48	FSA	5,463.63	SSDD	588.00	State Payroll Taxes	376,490.53	Federal Payroll Taxes	1,968,934.07	SLOCOE CalSTRS	5,124,081.88	TOTAL DISBURSEMENTS:	9,432,927.39	Rev Wt #6505609	0.23	APD Return	(195.29)	*Net Credit Adjustment	(195.06)	<p>INVESTMENT PURCHASE SUMMARY:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>CalTrust (daily balance)</td><td style="text-align: right;">99,964,049.72</td></tr> <tr><td>LAIF (daily balance)</td><td style="text-align: right;">75,000,000.00</td></tr> <tr><td>PIMMA (daily balance)</td><td style="text-align: right;">150,000,000.00</td></tr> <tr><td>PLCMT DEP (daily balance)</td><td style="text-align: right;">100,000,000.00</td></tr> <tr><td>AGENCIES</td><td></td></tr> <tr><td>SUPRANATIONALS</td><td></td></tr> <tr><td>TREASURIES</td><td></td></tr> <tr><td>TOTAL INV. PURCHASES:</td><td style="text-align: right;">424,964,049.72</td></tr> <tr><td>COMBINED POOL INVESTMENTS:</td><td></td></tr> <tr><td>County Pension Prefund Note</td><td style="text-align: right;">20,064,575.64</td></tr> <tr><td>CalTrust</td><td style="text-align: right;">99,964,049.72</td></tr> <tr><td>Agencies</td><td style="text-align: right;">346,994,702.06</td></tr> <tr><td>LAIF</td><td style="text-align: right;">75,000,000.00</td></tr> <tr><td>PIMMA</td><td style="text-align: right;">150,000,000.00</td></tr> <tr><td>PLCMT DEP</td><td style="text-align: right;">100,000,000.00</td></tr> <tr><td>Supranationals</td><td style="text-align: right;">274,546,971.61</td></tr> <tr><td>Treasuries</td><td style="text-align: right;">230,984,886.83</td></tr> <tr><td>INACTIVE TOTAL</td><td style="text-align: right;">1,297,555,185.86</td></tr> </table>	CalTrust (daily balance)	99,964,049.72	LAIF (daily balance)	75,000,000.00	PIMMA (daily balance)	150,000,000.00	PLCMT DEP (daily balance)	100,000,000.00	AGENCIES		SUPRANATIONALS		TREASURIES		TOTAL INV. PURCHASES:	424,964,049.72	COMBINED POOL INVESTMENTS:		County Pension Prefund Note	20,064,575.64	CalTrust	99,964,049.72	Agencies	346,994,702.06	LAIF	75,000,000.00	PIMMA	150,000,000.00	PLCMT DEP	100,000,000.00	Supranationals	274,546,971.61	Treasuries	230,984,886.83	INACTIVE TOTAL	1,297,555,185.86		
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<p>BALANCE FORWARD 1,317,108,062.51</p> <p>Receipts for Day 12,387,487.42</p> <p>Returned Cks JE -</p> <p>Disbursements for Day (9,432,927.39) 195.06</p> <p>BALANCE 1,320,062,817.60</p>	<p>Bank Accounts:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Pacific Western Bank</td><td style="text-align: right;">4,287,640.84</td></tr> <tr><td>Union Bank- Main</td><td style="text-align: right;">7,267,414.25</td></tr> <tr><td>Union Bank- EBT</td><td style="text-align: right;">673,295.60</td></tr> <tr><td>Union Bank- Deferred Comp</td><td style="text-align: right;">386,960.51</td></tr> <tr><td>Union Bank- DSS Direct Dep.</td><td style="text-align: right;">19,058.00</td></tr> <tr><td>Union Bank- US Govt. Loans</td><td style="text-align: right;">100.00</td></tr> <tr><td>Union Bank- Elect. C.Card Pmt</td><td style="text-align: right;">3,466,930.41</td></tr> <tr><td>Union Bank- FSA</td><td style="text-align: right;">76,547.04</td></tr> </table> <p>Office Funds:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Vault Currency</td><td style="text-align: right;">111,900.00</td></tr> <tr><td>Vault Coins</td><td></td></tr> <tr><td> Dollars</td><td></td></tr> <tr><td> Halves</td><td></td></tr> <tr><td> Quarters</td><td style="text-align: right;">20.00</td></tr> <tr><td> Dimes</td><td style="text-align: right;">90.00</td></tr> <tr><td> Nickels</td><td style="text-align: right;">20.00</td></tr> <tr><td> Pennies</td><td style="text-align: right;">3.00</td></tr> <tr><td>Vault Cash Drawer</td><td></td></tr> <tr><td> Currency: (100/50's)</td><td style="text-align: right;">0.00</td></tr> <tr><td> " (20's)</td><td style="text-align: right;">2,020.00</td></tr> <tr><td> " (10's)</td><td style="text-align: right;">1,320.00</td></tr> <tr><td> " (5's)</td><td style="text-align: right;">345.00</td></tr> <tr><td> " (2's)</td><td style="text-align: right;">0.00</td></tr> <tr><td> " (1's)</td><td style="text-align: right;">197.00</td></tr> <tr><td> Coin: Dollars</td><td style="text-align: right;">14.00</td></tr> <tr><td> " Halves</td><td style="text-align: right;">5.00</td></tr> <tr><td> " Quarters</td><td style="text-align: right;">11.50</td></tr> <tr><td> " Dimes</td><td style="text-align: right;">5.90</td></tr> <tr><td> " Nickels</td><td style="text-align: right;">1.30</td></tr> <tr><td> " Pennies</td><td style="text-align: right;">0.76</td></tr> <tr><td>TOTAL OFFICE FUNDS</td><td style="text-align: right;">115,953.46</td></tr> </table>	Pacific Western Bank	4,287,640.84	Union Bank- Main	7,267,414.25	Union Bank- EBT	673,295.60	Union Bank- Deferred Comp	386,960.51	Union Bank- DSS Direct Dep.	19,058.00	Union Bank- US Govt. Loans	100.00	Union Bank- Elect. C.Card Pmt	3,466,930.41	Union Bank- FSA	76,547.04	Vault Currency	111,900.00	Vault Coins		Dollars		Halves		Quarters	20.00	Dimes	90.00	Nickels	20.00	Pennies	3.00	Vault Cash Drawer		Currency: (100/50's)	0.00	" (20's)	2,020.00	" (10's)	1,320.00	" (5's)	345.00	" (2's)	0.00	" (1's)	197.00	Coin: Dollars	14.00	" Halves	5.00	" Quarters	11.50	" Dimes	5.90	" Nickels	1.30	" Pennies	0.76	TOTAL OFFICE FUNDS	115,953.46
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<p>CURRENT MONTH RECEIPTS</p> <p>BALANCE FORWARD 30,436,413.24</p> <p>Receipts for Day 12,387,487.42</p> <p>Returned Cks JE -</p> <p>MONTH TO DATE 42,823,900.66</p>	<p>Online Payments for Collection 6,193,788.21</p> <p>Returned Items 19,943.42</p>																																																												
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COUNTY OF SAN LUIS OBISPO ATTACHMENT A – CASH COUNT REPORT SECOND QUARTER FISCAL YEAR 2021-22

Amounts in blue font are calculations; do not delete or type over.

Cash Count of Change Fund
Employee Who Counted the Cash: Megan Schotborgh
Date of Count: 12-6-2021
Change Fund Custodian: Megan Schotborgh
Location of Change Fund: 1055 Monterey St, D-290, San Luis Obispo, CA 93408

CASH ON HAND (VAULT):

Bills			
919	x	100.00	=
			\$91,900.00
126	x	50.00	=
			6,300.00
600	x	20.00	=
			12,000.00
100	x	10.00	=
			1,000.00
100	x	5.00	=
			500.00
0	x	2.00	=
			0.00
200	x	1.00	=
			200.00
Total Bills			\$111,900.00 a

CASH ON HAND (DRAWER 1):

Bills			
1	x	100.00	=
			\$100.00
0	x	50.00	=
			0.00
99	x	20.00	=
			1,980.00
126	x	10.00	=
			1,260.00
69	x	5.00	=
			345.00
0	x	2.00	=
			0.00
197	x	1.00	=
			197.00
Total Bills			\$3,882.00 b

Loose Coin			
14	x	\$ 1.00	=
			\$14.00
10	x	0.50	=
			5.00
6	x	0.25	=
			1.50
9	x	0.10	=
			0.90
26	x	0.05	=
			1.30
76	x	0.01	=
			0.76
Total Loose Coin			\$23.46 c

Rolled Coin			
0	x	25.00	=
			\$0.00
0	x	10.00	=
			0.00
3	x	10.00	=
			30.00
19	x	5.00	=
			95.00
10	x	2.00	=
			20.00
6	x	0.50	=
			3.00
Total Rolled Coin			\$148.00 d

Dollar
Half Dollar
Quarter
Dime
Nickel
Penny

Total Currency	a + b + c + d	\$115,953.46
Total Checks		0.00
Total Credit Cards		0.00
Total Cash on Hand		\$115,953.46

CASH ACCOUNTABILITY:

Receipts Used:	
Beginning Number	
Ending Number	
Receipts Amount	
Total Cash Balance from TDR	115,953.46
Overage (Shortage)	\$0.00

* Total Cash on Hand - Total Cash Accountability