



# County of El Dorado

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## Legislation Details (With Text)

**File #:** 13-1275 **Version:** 1

**Type:** Agenda Item **Status:** Approved

**File created:** 9/30/2013 **In control:** Board of Supervisors

**On agenda:** 10/22/2013 **Final action:** 10/22/2013

**Title:** Chief Administrative Office recommending the Board consider the following:  
1) Adopt Resolution 155-2013 closing the General Services Division imprest cash fund and rescinding Resolutions 228-82 and 224-91, which established the imprest cash fund in the amount of \$50;  
2) Discharge accountability to recover a cash shortage in the fund in the amount of \$50; and  
3) Approve the Auditor-Controller to debit the Chief Administrative Office, Facilities Division, Special Department Expense in the amount of \$50 to restore the cash shortage.

FUNDING: General Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Resolution 10/22/13, 2. B - Resolution 228-82 10/22/13, 3. C - Resolution 224-91 10/22/13, 4. Fully executed Resolution 155-2013.pdf

Date	Ver.	Action By	Action	Result
10/22/2013	1	Board of Supervisors	Approved	Pass

Chief Administrative Office recommending the Board consider the following:  
1) Adopt Resolution **155-2013** closing the General Services Division imprest cash fund and rescinding Resolutions 228-82 and 224-91, which established the imprest cash fund in the amount of \$50;  
2) Discharge accountability to recover a cash shortage in the fund in the amount of \$50; and  
3) Approve the Auditor-Controller to debit the Chief Administrative Office, Facilities Division, Special Department Expense in the amount of \$50 to restore the cash shortage.

**FUNDING:** General Fund.

<b>BUDGET SUMMARY:</b>	
Total Estimated Cost.....	\$50
Budgeted.....	\$50
New Funding.....	
Savings.....	
Other.....	
Total Funding Available.....	\$50
Change To Net County Cost.....	\$0

## Fiscal Impact/Change to Net County Cost

The Special Department Expense budget of the Chief Administrative Office's Facilities Division will be charged \$50. There will be no change to net county cost.

**Background**

On August 24, 1982 the Board of Supervisors adopted Resolution 228-82 (Attachment B) which established a petty cash fund for the General Services Division in the amount of \$20 for the purchases of small hardware on an intermittent basis. On July 16, 1991 the Board adopted Resolution 224-91 (Attachment C) increasing the amount to \$50.

The General Services Division has been dissolved, and the imprest funds are not accounted for.

**Reason for Recommendation**

A Resolution (Attachment A) is required to close the fund. Because the petty cash is not accounted for, a \$50 charge to Special Department Expense in the Facilities budget will be necessary to close the fund.

**Action(s) to be taken following Board approval**

Board Clerk to forward fully executed resolution to the Chief Administrative Office.

Chief Administrative Office and Auditor-Controller to prepare and process journal entry necessary to close imprest fund.

**Contact**

**Concurrences**