



## Legislation Text

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**File #:** 12-0275, **Version:** 1

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Health and Human Services Agency, Social Services Division, recommending the Board adopt **Resolution 030-2012** to amend Resolution 299-91, thereby increasing the Social Services Division imprest cash fund balance from Fifty Dollars (\$50.00) to One Hundred Dollars (\$100.00).

**FUNDING:** General Fund.

**Fiscal Impact/Change to Net County Cost:** The requested amount of this imprest cash fund is One Hundred Dollars (\$100). The approval of this request will have no fiscal impact on the General Fund.

**Background:** California Government Code Sections 29320-29334 provides the guidelines by which the Board of Supervisors may establish, amend or discontinue any revolving fund. Section 29321.1 provides that a Board may, by resolution or ordinance, authorize the county auditor to perform these functions. An imprest cash fund is then established for a specific use as requested by the department and as recommended by the Auditor-Controller. Often these funds are for the purpose of making change on behalf of clients making payments on accounts receivable ("cash change fund"). On September 10, 1991 via Resolution No 299-91, the County of El Dorado Board of Supervisors established a revolving imprest cash fund in the amount of Fifty Dollars (\$50) for the County welfare department's use as a cash change fund to be associated with client payments on accounts receivable.

**Reason for Recommendation:** Health and Human Services Agency, Social Services Division (HHS/SSD), requires an increase in the amount of their cash change fund due to clients bringing in large denominations of U.S. currency to use as payment against their accounts, thereby resulting in the current cash change fund of \$50 not being adequate to provide proper change. HHS/SSD is recommending that the Board authorize the Auditor-Controller to increase the existing imprest change fund balance to \$100 for HHS/SSD's continued use as a cash change fund.

**Action to be taken following Board approval:**

1. Clerk of the Board of Supervisors to transmit certified copies of the amended Resolution to the County of El Dorado Auditor-Controller and County of El Dorado Treasurer pursuant to Government Code Section 29322.
2. Clerk of the Board of Supervisors to transmit a certified copy of the amended Resolution to HHS/SSD Contracts Unit at Briw Road.
3. Auditor-Controller to increase existing HHS/SSD imprest cash fund balance to \$100.
4. HHS/SSD to abide by the amended Resolution in the maintenance of a revolving cash change fund for client payments on accounts receivables.

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