



County of El Dorado

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Legislation Text

File #: 13-1275, Version: 1

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.

BUDGET SUMMARY:	
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