330 Fair Lane, Building A
Placerville, California
530 621-5390
FAX 622-3645
www.edcgov.us/bos/

County of El Dorado

Legislation Details (With Text)

File #:	20-0303 **Version:** 1		
Type:	Agenda Item	**Status:**	Approved
File created:	2/19/2020	**In control:**	Board of Supervisors
On agenda:	3/17/2020	**Final action:**	3/17/2020
Title:	Environmental Management Department recommending the Board approve a request for relief from accountability for a cash shortage in the amount of $60 in Environmental Management Department's petty cash box, pursuant to Government Code section 29390 and upon review and approval of the Auditor-Controller, due to an error in cash handling. FUNDING: Non-General Fund / Permit Fees.		
Sponsors:			
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Attachments:			

Date	Ver.	Action By	Action	Result
3/17/2020	1	Board of Supervisors	Approved	Pass

Environmental Management Department recommending the Board approve a request for relief from accountability for a cash shortage in the amount of $60 in Environmental Management Department's petty cash box, pursuant to Government Code section 29390 and upon review and approval of the Auditor-Controller, due to an error in cash handling.

FUNDING: Non-General Fund / Permit Fees.

DISCUSSION / BACKGROUND

Pursuant to Government Code, section 29390, the County historically has required departments to present to the Board a request for relief from accountability for cash shortages.

On November 21, 2019, a petty cash shortage was identified in the Environmental Management Department's (Environmental Management) cash box and brought to the attention of the supervisor. The cash box was re-counted and the $60 shortage was confirmed. Additionally, the previous 30 days of daily transaction register entries were reviewed to identify discrepancies in cash payments of invoices and individual invoice entries were also reviewed in EnvisionConnect, Environmental Management's data management, invoicing, and payment software system. No discrepancies were identified in those invoice transactions.

In an effort to prevent petty cash shortages from occurring in the future, Environmental Management has developed and implemented new cash transaction procedures. Some changes include providing change receipts to customers, requiring two approved staff members to be present when the cash box is accessed, and additional documentation of cash transactions separate from EnvisionConnect.

ALTERNATIVES

The petty cash box can carry the cash variance; however, this could make it difficult to make change on a regular and timely basis.

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PRIOR BOARD ACTION
N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT
The Department provided a memo to the Auditor-Controller on December 13, 2019 notifiying them of the shortage and the Department's intent to develop and implement new cash transaction procedures.

CAO RECOMMENDATION / COMMENTS
It is recommended that the Board approve this item.

FINANCIAL IMPACT
There is no change to Net County Cost associated with this item. Environmental Management’s Environmental Health, Special Department Expense Budget will be debited $60 to replenish the cash shortage.

CLERK OF THE BOARD FOLLOW UP ACTIONS
N/A

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Good Governance

CONTACT
Greg Stanton, REHS, Director
Environmental Management Department