County of El Dorado

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

Legislation Details (With Text)

File #:	21-0310	**Version:**	1	
Type:	Agenda Item	**Status:**		Approved
File created:	2/18/2021	**In control:**		Board of Supervisors
On agenda:	3/9/2021	**Final action:**		3/9/2021

Title: Sheriff's Office recommending the Board adopt and authorize the Chair to sign Resolution 007-2021 to establish a petty cash account for the Sheriff's Office Records Unit in the amount of $200.

FUNDING: General Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Blue Route - petty cash.pdf, 2. B - Sheriff Petty Cash Reso .pdf, 3. Executed Resolution 007-2021

Date	Ver.	Action By	Action	Result
3/9/2021	1	Board of Supervisors	Approved	Pass

Sheriff's Office recommending the Board adopt and authorize the Chair to sign Resolution **007-2021** to establish a petty cash account for the Sheriff's Office Records Unit in the amount of $200.

FUNDING: General Fund.
DISCUSSION / BACKGROUND
On a daily basis, the Sheriff's Records Division receives payments from the public for Concealed Carry Weapon (CCW) permits, live scans, and other fees which entail accepting cash and making change for the fee payments received at the cash window. The El Dorado County Sheriff's Office (EDSO) Records Division provides an array of records specific services to the public, administered through the enforcement of State statutes and County ordinances. These services are provided to the public at established fees approved by the El Dorado County Board of Supervisors. Currently, the Records Division payments are received in person at the EDSO Records window downstairs at the Sheriff's Office at 200 Industrial Drive. This procedure enacts the procedure for live scan fees and Concealed Carry Weapon(CCW) registration payments of cash occurring on the 2nd floor of the Sheriff's Office facility at 200 Industrial Drive. Once $200 is received in cash from the claim voucher submitted to the Auditor's Office (Doc #556315), the cash will be placed in the CCW window cash register. A daily cash count will be conducted at the end work day and a verification signature will be required to be received by a Support Services Sergeant, or from any EDSO Sworn officer of the rank of Lieutenant or above, or from any EDSO Fiscal employee above rank of Administrative Analyst. On a weekly basis or as close to a weekly basis as possible barring holidays or other restrictions, a transfer of cash and deposit will be processed using a Records receipts spreadsheet, and reconciled by EDSO Fiscal Staff using EDSO Deposit Permits. EDSO Fiscal Staff will prepare a County Deposit Permit in accordance to the Cash Handling Guidelines, March 1991. The County Deposit Permit is submitted to the County Auditor's Office for a Deposit Permit number. The County Deposit Permit is then submitted with cash to the Treasurer/Tax Collector to complete the deposit. The deposits will be accounted for in the County's Accounting System, FENIX, in the Support Services Organization code.

The availability of petty cash will improve the efficiency of the Records Unit. Staff will no longer have to walk downstairs to the first floor when serving customers on the Sheriff's Office second floor Records public window where the overflow area is located for live scan finger print appointments, Concealed Carry Weapon permit appointments and other general Records activities are carried out.

ALTERNATIVES
N/A

PRIOR BOARD ACTION
N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT
County Counsel reviewed and approved the Resolution.

CAO RECOMMENDATION / COMMENTS
Approve as recommended.

FINANCIAL IMPACT
There is no impact to Net County Cost. Petty cash account will be established with existing Sheriff's Office budget funding. The funds are to be used to make change for the public.

CLERK OF THE BOARD FOLLOW UP ACTIONS
Return signed original to the Sheriff's Office for follow-up

STRATEGIC PLAN COMPONENT
Public Safety

CONTACT
Undersheriff Bryan Golmitz