



# County of El Dorado

330 Fair Lane, Building A  
Placerville, California  
530 621-5390  
FAX 622-3645  
[www.edcgov.us/bos/](http://www.edcgov.us/bos/)

## Legislation Text

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**File #:** 06-1418, **Version:** 1

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Probation Department recommending adoption of Resolutions (4) establishing an imprest cash fund (per Government Code Section 29326) for the Placerville Probation Field Office (\$50), Placerville Juvenile Hall (\$200), South Lake Tahoe Probation Field Office (\$100), and the South Lake Tahoe Juvenile Treatment Center (\$200); said funds to be used to purchase services or materials which are a legal charge against the County and making change when necessary in carrying out official County duties.

**RECOMMENDED ACTION:** Adopt Resolution Nos. 290-2006, 291-2006, 292-2006 and 293-2006 respectively.

**FUNDING:** General Fund.

Reason for Recommendation:

To establish a petty cash fund for the South lake Tahoe Juvenile Treatment Center (rescinds previous Resolution No. 291-2004).

To establish a petty cash fund for the South Lake Tahoe Probation Field Office (rescinds previous Resolution No. 395-1986).

To establish a petty cash fund for the Placerville Probation Field Office (rescinds previous Resolution No. 257-1984).

To establish a petty cash fund for the Placerville Juvenile Hall (rescinds previous Resolution No. 96-1998).

All cash funds will be used for the purpose of purchasing services or materials which are a legal charge against the County and making change when necessary in carrying out official County duties. Claims to replenish the expended cash funds shall be submitted to the Auditor-Controller accompanied by:

- An Expenditure distribution listing;
- Original receipts signed by the cash recipient;
- Copies of all vendor invoices and vouchers which have been signed by the vendor or cash recipient.

The County Officer responsible for this fund is Joseph S. Warchol II, Chief Probation Officer.

Fiscal Impact/Change to Net County Cost:

No fiscal impact as the funds have been included in the FY 2006/07 budget.

Action to be taken following Board approval:

The Board of Supervisors' Clerk will forward the executed Resolutions to the Probation Department.