



County of El Dorado

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Legislation Text

File #: 21-0698, **Version:** 1

Chief Administrative Office, Emergency Medical Services and Emergency Preparedness and Response Division, recommending the Board approve the relief from accountability for a cash shortage of \$100 in the Division due to theft and replenishment of the Division imprest account.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

The Division maintains an imprest account (petty cash fund) of \$100 to accept payments for licenses and fees. On November 11, 2020, the Division's safe, containing the petty cash, was stolen after a break-in at the 2900 Fairlane Court / 345 Fair Lane building (Placerville Library). Access to the building was gained after hours by breaking a window. A report was filed with Risk Management and with the Placerville Police Department.

The Division has taken several steps to mitigate future risks. A new safe has been installed, bolted to a cinder block wall behind a lockable door and an alarm system has been installed for the office.

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

ALTERNATIVES

The Division could discontinue accepting cash payments.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

Upon approval of this item, the Division will process reimbursement of the petty cash fund against the Division's Special Department Expense account for \$100. There are sufficient appropriations in the Division's current year budget to accommodate this expenditure.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Sue Hennike, Deputy Chief Administrative Officer