THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS Law Haugh ACTION AGENDA SUMMARY DEPT: Auditor-Controller BOARD AGENDA # *B-1						
DEPT: Auditor-Controller	BOARD AGENDA #					
Urgent Routine	AGENDA DATE November 25, 2008					
Urgent Routine NO CEO Concurs with Recommendation YES NO (Information Attached)	4/5 Vote Required YES 📃 NO 🔳					
SUBJECT:						

Approval to Accept the Auditor-Controller's Report on Stanislaus County's Revolving Funds as of June 30, 2008 -Auditor-Controller

STAFF RECOMMENDATIONS:

Accept the Auditor-Controller's report on Stanislaus County's revolving funds as of June 30, 2008.

FISCAL IMPACT:

The total amount of the Revolving Funds as of June 30, 2008 was \$98,907.50. Of that total, \$40,970.00 was from the General Fund; \$48,226.00 was from Special Revenue; \$4,800.00 was from the Enterprise Funds; \$1,200.00 was from the Internal Service Funds; and \$3,711.50 was from the Trust and Agencies. One new Revolving Fund and one new Change Fund were added over the prior Fiscal Year.

continued on Page 2
No. 2008-796
Seconded by SupervisorGrover
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None
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None
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ANO

ATTEST:

CHRISTINE FERRARO TALLMAN, Clerk

File No.

Approval to Accept the Auditor-Controller's Report on Stanislaus County's Revolving Funds as of June 30, 2008 - Auditor-Controller

FISCAL IMPACT (continued):

There were three losses requiring reporting that occurred during Fiscal Year ended June 30, 2008. On August 28, 2007, the Library-Main Branch reported a cash shortage in the amount of \$7.55 from the copier change box. On October 9, 2007, the Salida Branch Library reported a cash theft of \$170.00 when their safe and contents were stolen from the building. And lastly, the Parks Department reported a shortage of \$100.00 from the Woodward Reservoir main entrance station on August 9, 2007. All of these shortages were investigated by the Internal Audit Division and were subsequently replenished by the Auditor-Controller's Office.

DISCUSSION:

A revolving fund is an account into which a fixed amount of money is placed for the purpose of minor disbursements or disbursements for a specific purpose (e.g., postage due). When disbursements are made, a voucher is completed to record the date, amount, nature and purpose. From time to time, a report with substantiating vouchers is prepared; the account is replenished for the exact amount of the disbursements and appropriate general ledger accounts are charged. The total of cash plus substantiating vouchers always should equal the total fixed amount of money set aside in the revolving fund.

Pursuant to Government Code Section 29321.1,"...the county auditor shall...render a written report to the board at the end of each fiscal year identifying the revolving funds in existence during the fiscal year, the amount of such fund, and the officer using the fund."

On December 5, 1989, the Board of Supervisors by resolution authorized the Auditor-Controller to "perform the function of the Board in establishing, increasing, reducing or discontinuing any of the revolving funds provided for in this article." Pursuant to the authority granted the Auditor-Controller, new funds have been established during the year. The establishment of revolving funds that exceed \$1,000 must still have Board approval.

POLICY ISSUE:

The Board must confirm that the utilization and establishment of revolving funds is consistent with the Government Code section. This item supports the Board of Supervisors priority of Efficient delivery of public services.

STAFFING IMPACT:

There are no staffing impacts associated with this item.

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Department	Address	Change <u>Fund</u>	Special <u>Fund</u>	Revolving <u>Fund</u>	<u>Total</u>
GENERAL FUNDS					
Ag Commissioner Weights & Measures Modesto Office Patterson Office Oakdale Office Revolving Fund	725 County Ctr III Dr 103 S 1st St 551 Center St	\$100.00 \$25.00 \$10.00		\$600.00 \$50.00	\$600.00 \$100.00 \$25.00 \$10.00 \$50.00
Animal Services Rabies Control Rabies Control Change Fund	2846 Finch Rd	\$300.00 \$400.00		\$100.00	\$300.00 \$100.00 \$400.00
Auditor-Controller Postage Trust-Postage Due	(On deposit with the Post Office)			\$4,000.00	\$4,000.00 ***
Assessor Postage Due Change Fund	1010 10th St. 2nd Flr	\$150.00		\$25.00	\$25.00 \$150.00
Board of Supervisors Petty Cash	1010 10th St. 6th Flr			\$30.00	\$30.00
Clerk-Recorder Elections Clerk Recorders Clerk Recorders petty cash Vital Statistics	1021 I Street, 1st Floor	\$50.00 \$400.00 \$100.00		\$200.00	\$50.00 \$400.00 \$200.00 \$100.00
Cooperative Extension	733 County Ctr III Dr	\$100.00			\$100.00
Coroner	939 Oakdale Rd	\$50.00			\$50.00
District Attorney	1100 I Street Rm 220		\$5,000.00	•	\$5,000.00
Environmental Resources Oakdale Bulky Item Change Fund	551 S. Center St Oakdale	\$200.00			\$200.00
Fire Safety Revolving Change Fund	929 Oakdale Rd	\$25.00		\$25.00	\$25.00 \$25.00
General Services Agency Mail Clerk	1010 10th St. 5th Floor			\$10.00	\$10.00
Bulk Mailing Permit	(On deposit with the Post Office)			\$2,500.00	\$2,500.00 ***
Honor Farm	8224 W Grayson Rd			\$100.00	\$100.00
Juvenile Hall Transportation Fund	2215 Blue Gum Ave			\$400.00	\$400.00
Parks Modesto Reservoir Woodward Reservoir Frank Raines Park La Grange Park Parks Permits Change Fund Modesto Reservoir - Gas Modesto Reservoir - Gas Planning	1716 Morgan Rd 1010 10th St. 3rd Floor	\$2,525.00 \$1,450.00 \$25.00 \$25.00 \$25.00 \$200.00 \$200.00 \$30.00		\$50.00 \$250.00	\$2,575.00 * \$1,700.00 * \$25.00 \$25.00 \$200.00 \$200.00 \$200.00
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Department	Address	Change <u>Fund</u>	Special <u>Fund</u>	Revolving <u>Fund</u>	<u>Totai</u>
Probation	2215 Blue Gum Ave	\$200.00			\$200.00
Public Administrator Probate	939 Oakdale Rd.			\$10,000.00	\$10,000.00 *
Public Defender Postage Due	948 11th St #L4			\$25.00	\$25.00
Sheriff Civil Division Petty Cash Fingerprint Alternate Work Program Adult Detention Support Service	1100 St #102 1100 St #401 1100 St #100 826 - 12th St 250 E. Hackett	\$150.00 \$200.00 \$100.00		\$300.00 \$100.00	\$150.00 \$300.00 \$200.00 \$100.00 \$100.00
Treasurer-Tax Collector Over, Short, Postage Due Registered Mail, Writs of Execution Change Fund Collection Division	1010 10th St. 2nd Flr Farmers & Merchant Bank	\$3,000.00 \$1,800.00		\$300.00 \$5,000.00	\$300.00 \$5,000.00 \$3,000.00 \$1,800.00
TOTAL GENERAL FUND		\$11,905.00	\$5,000.00	\$24,065.00	\$40,970.00
SPECIAL REVENUE					
Behavioral Health & Recovery Change Fund Petty Cash Homeless Emergency Revolving Fund	800 Scenic	\$50.00		\$80.00 \$8,000.00 \$120.00	\$50.00 \$80.00 \$8,000.00 * \$120.00
WMRS Change Fund TRS Change Fund Alcohol & Drug Treatment Program Stanislaus Recovery Center	1100 Kansas Ave Ste A 1904 Richland Ave Ceres	\$50.00 \$50.00 \$200.00		\$51.00	\$50.00 \$50.00 \$51.00 \$200.00
CERT Petty Cash Child Support Services Revolving	251 E Hackett Rd Bank of the West	\$100.00		\$100.00	\$100.00 \$100.00 *
Community Service Agency Revolving Cashier Office Services Postage Due Emergency Client Services Turlock Out Station	251 E Hackett Rd Bank of the West	\$300.00 \$200.00		\$1,900.00 \$500.00 \$22,000.00 \$250.00	\$1,900.00 * \$300.00 \$500.00 \$22,000.00 \$250.00 \$200.00
Environmental Resource Frank Raines Change Fund Change Fund Petty Cash	3800 Cornucopia Way, Ste C 3800 Cornucopia Way, Ste C	\$450.00 \$700.00		\$100.00	\$450.00 **** \$700.00 \$100.00
Health Services Agency Vital Statistics Communicable Disease Crippled Children Aids Case Management IHCP Change Fund	820 Scenic 820 Scenic 2501 McHenry #E 2030 Coffee Rd 820 Scenic	\$100.00 \$350.00 \$50.00		\$2,500.00 \$7,950.00	\$100.00 \$350.00 \$2,500.00 * \$7,950.00 * \$50.00

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PW Transit Transit - Postage Due (On deposit at Post Office) \$300.00 \$300.00						
Transit - Postage Due (On deposit at Post Office) \$300.00 \$300.00 ***	West Modesto Clinic	Paradise Rd	\$450.00			\$450.00
Transit - Postage Due (On deposit at Post Office) \$300.00 \$300.00 ***	PW Transit					
TOTAL ENTERPRISE FUNDS \$3,200.00 \$0.00 \$1,600.00 \$4,800.00		(On deposit at Post Office)			\$300.00	\$300.00 ***
	TOTAL ENTERPRISE FUNDS		\$3,200.00	\$0.00	\$1,600.00	\$4,800.00

<u>Department</u>	Address	Change <u>Fund</u>	Special <u>Fund</u>	Revolving <u>Fund</u>	<u>Total</u>
INTERNAL SERVICE FUNDS					
Risk Management General Liability - Minor Claims	1010 10th St.			\$1,000.00	\$1,000.00
Strategic Business Technology SBT Local Purchases	801 11th St, Ste 4100		,	\$200.00	\$200.00
TOTAL INTERNAL SERVICE FUND	6	\$0.00	\$0.00	\$1,200.00	\$1,200.00
TRUST AND AGENCIES					
Law Library	1101 - 13th St	\$55.00		\$3,556.50	\$3,611.50 *
StanCERA	832 12th St			\$50.00	\$50.00
Stan COG	1025 15th St	\$50.00			\$50.00
TOTAL TRUST AND AGENCIES		\$105.00	\$0.00	\$3,606.50	\$3,711.50
TOTAL ALL IMPREST CASH FUND	S	\$19,160.00	\$5,000.00	\$74,747.50	\$98,907.50

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* Held in outside checking account.
** Held in County Treasury.
***On deposit with the Post Office.
**** Needs to be adjusted to General Fund