

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
BOARD ACTION SUMMARY

DEPT: Auditor-Controller BOARD AGENDA #: *B-1
AGENDA DATE: September 27, 2016

SUBJECT:
Approval to Accept the Auditor-Controller's Report on Stanislaus County's Revolving Funds as of June 30, 2016

BOARD ACTION AS FOLLOWS:

No. 2016-489

On motion of Supervisor O'Brien, Seconded by Supervisor Withrow
and approved by the following vote,
Ayes: Supervisors: O'Brien, Chiesa, Withrow, DeMartini, and Chairman Monteith
Noes: Supervisors: None
Excused or Absent: Supervisors: None
Abstaining: Supervisor: None

- 1) Approved as recommended
- 2) Denied
- 3) Approved as amended
- 4) Other:

MOTION:



ATTEST: PAM VILLARREAL, Assistant Clerk

File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
AGENDA ITEM**

DEPT: Auditor-Controller

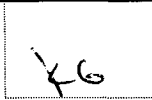
BOARD AGENDA #: *B-1

Urgent Routine

AGENDA DATE: September 27, 2016

CEO CONCURRENCE: *pkc*

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, 2016

STAFF RECOMMENDATIONS:

1. Accept the Auditor-Controller's report on Stanislaus County's revolving funds as of June 30, 2016 in accordance with Government Code Section 29321.1.

DISCUSSION:

A revolving fund or imprest account is a cash fund account established by an advance of a fixed amount of money, without charge to an expense account, for the purpose of minor disbursements or for a specific purpose, such as a change account. When disbursements are made, a voucher is completed to record the date, amount, nature and purpose of the expenditure. When funds are replenished, a report with substantiating vouchers is prepared. The account is replenished for the exact amount of the disbursements and the appropriate general ledger expense accounts are charged. The total sum of cash and substantiating vouchers should always equal the total fixed amount of money established in the revolving fund account.

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, changes to the revolving funds have occurred during the fiscal year. Changes to revolving fund accounts that exceed \$1,000 are not under the authority of the Auditor-Controller; these require separate Board approval and are not included in this report.

In addition to the annual reporting to the Board of Supervisors as required by Government Code Section 29321.1, the Internal Audit Division of the Auditor-Controller's Office completes a limited review of revolving funds annually. The purpose of the limited review is to ensure that departments and agencies are maintaining and accounting for their revolving fund accounts appropriately. The scope of the review includes verification that reported amounts and financial records are reconciled as of June 30, 2016. A sampling population was chosen for this review which consisted of 36 of the 87 revolving funds or 41% of the total revolving fund accounts.

Approval to Accept the Auditor-Controller's Report on Stanislaus County's Revolving Funds as of June 30, 2016

The Internal Audit Division noted no significant exceptions in the processes departments and agencies are applying in the use of their assigned revolving funds.

As of June 30, 2016, there were 87 revolving fund accounts totaling \$140,212. The revolving funds are detailed on Attachment A and accounted for and reported as follows: General Fund \$85,355, Special Revenue Fund \$45,695, Enterprise Fund \$4,700, Internal Service Fund \$500, and Trust and Agency Fund \$3,962.

The following revolving funds were established or discontinued, and fund amounts increased or decreased during Fiscal Year ending June 30, 2016:

There were a total of 17 revolving funds with changes during Fiscal Year ending June 30, 2016, resulting in a net decrease of \$4,750.

- The Auditor-Controller's Office discontinued the use of a postage account in the amount of \$4,000. The account closure was approved by the Board on November 17, 2015. The Auditor-Controller's Office was charged a postage expense of \$3,983 and the remaining postage balance of \$17 was returned to the County Treasury.
- General Services Agency discontinued the use of a postage account in the amount of \$2,500. The account closure was approved by the Board on November 17, 2015. General Services Agency was charged a postage expense of \$2,500 and the account was closed.
- Public Defender discontinued the use of a postage account in the amount of \$25 that had no remaining balance on account with the United States Post Office. The Public Defender was charged a postage expense of \$25 and the account was closed.
- Parks and Recreation discontinued the use of three imprest accounts, combining the amounts with an existing imprest account, the Modesto Reservoir Change Fund. The three imprest accounts that were discontinued are the Modesto Reservoir Revolving Fund in the amount of \$50 and the Modesto Reservoir Gas 1 and Gas 2 Change Funds, both in the amount of \$200. In addition, a request to increase the Modesto Reservoir Change Fund balance by \$450 was made to increase customer change during busy weekends and holidays. The Modesto Reservoir Change Fund balance was \$3,425 as of June 30, 2016.
- Parks and Recreation discontinued the use of the Woodward Reservoir Revolving Fund in the amount of \$250 and the amount was transferred into the Woodward Reservoir Change Fund. In addition, a request to increase the Woodward Reservoir Change Fund balance by \$950 was made to increase customer change during busy weekends and holidays. The Woodward Reservoir Change Fund balance was \$3,550 as of June 30, 2016.
- Stanislaus County Library requested an increase of \$100 to the Modesto Circulation Desk Change Fund to increase the number of cash drawers and improve customer service. The Modesto Circulation Desk Change Fund balance was \$400 as of June 30, 2016.

Approval to Accept the Auditor-Controller's Report on Stanislaus County's Revolving Funds as of June 30, 2016

- Stanislaus County Library requested an increase of \$165 to the Salida Change Fund due to increased customer services related to the processing of passport applications. The Salida Change Fund balance was \$375 as of June 30, 2016.
- Stanislaus County Library requested an increase of \$110 to the Turlock Change Fund to increase the number of cash drawers and improve customer service. The Turlock Change Fund balance was \$250 as of June 30, 2016.
- Stanislaus Animal Services Agency discontinued the use of two imprest accounts and merged the amounts into a newly formed change fund, the Animal Services Change Fund. The two imprest accounts that were discontinued are the Rabies Control Change Fund in the amount of \$300 and the Change Account in the amount of \$400. The Animal Services Change Fund balance was \$700 as of June 30, 2016.
- Stanislaus Animal Services Agency discontinued the use of one imprest account to establish a new imprest account, the Animal Services Petty Cash Fund. The discontinued account is the Rabies Control Petty Cash Fund in the amount of \$100. The Animal Services Petty Cash Fund balance was \$100 as of June 30, 2016.

POLICY ISSUE:

Government Code Section 29321.1 requires the County Auditor-Controller as authorized by the Board of Supervisors to perform the functions of the Board in establishing, increasing, reducing, or discontinuing any of the revolving funds to 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.

FISCAL IMPACT:

There is no fiscal impact associated with the acceptance of the Auditor-Controller's report on Stanislaus County's revolving funds as of June 30, 2016. Total revolving funds as reported on the Revolving Fund Schedule were \$140,212 as of June 30, 2016.

BOARD OF SUPERVISORS' PRIORITY:

The recommended action is in alignment with the Board's priority for the Efficient Delivery of Public Services by complying with mandated statutes.

STAFFING IMPACT:

There is no staffing impact associated with the adoption of this report. The Auditor-Controller's Office will continue to monitor and track the various revolving funds and accounts maintained by the departments and related agencies.

CONTACT PERSON:

Cara Kiely, CPA

Manager III

(209)525-6502

ATTACHMENT(S):

A. Revolving Fund Schedule

Attachment A

STANISLAUS COUNTY
Revolving Fund Schedule
As of June 30, 2016

General Fund

	Agricultural Commissioner - 3800 Cornucopia Way, Suite B, Modesto		
1	Modesto Office - Change Account	\$ 100	
2	Weights & Measures - Petty Cash	600	
	Assessor - 1010 10th Street, Suite 2400, Modesto		
3	Change Account	100	
	Board of Supervisors - 1010 10th Street, Suite 6700, Modesto		
4	Change Account	30	
	Clerk-Recorder - 1021 I Street, Suite 101, Modesto		
5	Clerk-Recorder - Change Account	200	
6	Clerk-Recorder - Change Account	200	
7	Clerk-Recorder - Petty Cash	200	
8	Elections - Change Account	50	
9	Vital Statistics - Change Account	200	
	Cooperative Extension - 3800 Cornucopia Way, Suite A, Modesto		
10	Petty Cash Account	100	
	District Attorney - 832 12th Street, Suite 300, Modesto		
11	Interstate Witness Contact - Petty Cash	5,000	*
12	Witness Protection Program - Petty Cash	50,000	*
	Parks and Recreation - 3800 Cornucopia Way, Suite C, Modesto		
13	Frank Raines Park - Change Account	475	
14	La Grange Park - Change Account	250	
15	Modesto Reservoir - Change Account	3,425	
16	Parks Permits - Change Account	25	
17	Woodward Reservoir - Change Account	3,550	
	Probation - 2215 Blue Gum Ave, Modesto		
18	Change Account	200	
	Sheriff - 250 E. Hackett, Modesto		
19	Alternate Work Program - Change Account	200	
20	Civil Division - Change Account	150	
21	Fingerprint - Change Account	200	
22	Petty Cash	300	
23	Public Administrator - Revolving Account	10,000	*

* Held in outside checking account

** On deposit with US Postal Service

Attachment A

STANISLAUS COUNTY
Revolving Fund Schedule
As of June 30, 2016

Treasurer-Tax Collector - 1010 10th Street, Suite 2500, Modesto		
24	Collection Division - Change Account	1,800
25	Registered Mail, Writs of Execution - Petty Cash	5,000 *
26	Tax Collection - Change Account	<u>3,000</u>
Total General Fund		<u>\$ 85,355</u>
 <u>Special Revenue Fund</u>		
Area Agency on Aging - 121 Downey Ave., Suite 102, Modesto		
27	Petty Cash	\$ 200
Behavioral Health and Recovery Services - 800 Scenic Drive, Modesto		
28	Change Account	50
29	Emergency Revolving Account - Petty Cash	120
30	Homeless -Petty Cash	8,000 *
31	Petty Cash	80
32	Stanislaus Recovery Center - Change Account	200
33	Turlock Recovery Services - Change Account	50
34	West Modesto Recovery Services - Change Account	50
Child Support Services - 251 E Hackett Rd, Modesto		
35	Revolving - Petty Cash	100 *
Community Service Agency - 251 E Hackett Rd, Modesto		
36	Cashier's - Change Account	300
37	Cashier's - Change Account No. 2	300
38	Emergency Client Services - Petty Cash	250
39	Office Services - Petty Cash	500
40	Postage Due - Postage Revolving Account	22,000 **
41	Revolving - Petty Cash	1,900 *
42	Turlock Out Station - Change Account	200
District Attorney - 832 12th Street, Suite 300, Modesto		
43	Child Abduction Unit - Petty Cash	5,000 *
Environmental Resources - 3800 Cornucopia Way, Suite C, Modesto		
44	Change Account	700
45	Petty Cash	100
Health Services Agency - 830 Scenic Drive, Modesto		
46	Communicable Disease - Change Account	350
47	Crippled Children - Revolving Account	2,500 *
48	Indigent Health Care Program Public Information Officer - Change Account	50
49	Vital Statistics - Change Account	100

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Attachment A

STANISLAUS COUNTY
Revolving Fund Schedule
As of June 30, 2016

Library - 1500 I Street, Modesto		
50	Ceres Branch - Change Account	100
51	Denair Branch - Change Account	50
52	Empire Branch - Change Account	50
53	Hughson Branch - Change Account	50
54	Keyes Branch - Change Account	50
55	Main-Circulation - Change Account	400
56	Main-Xerox - Change Account	100
57	Main-Reference - Change Account	500
58	Newman Branch - Change Account	50
59	Oakdale Branch - Change Account	70
60	Patterson Branch - Change Account	50
61	Petty Cash	100
62	Riverbank Branch - Change Account	50
63	Salida Branch - Change Account	375
64	Turlock Branch - Change Account	250
65	Waterford Branch - Change Account	50
Planning - 1010 10th Street, Suite 3400, Modesto		
66	Building Permits - Change Account	100
67	Building Permits - Petty Cash	100
Public Works - 1716 Morgan Rd, Modesto		
68	Change Account	100
		<hr/>
Total Special Revenue Fund		\$ 45,695
<u>Enterprise Fund</u>		
Environmental Resources - 3800 Cornucopia Way, Suite C, Modesto		
69	Fink Road Landfill - Change Account	\$ 1,000
Health Services Agency Clinics - 830 Scenic Drive, Modesto		
70	Business Office - Change Account	1,000
71	Business Office - Petty Cash	350
72	Business Office Window - Change Account	100
73	Ceres Medical Office - Change Account	200
74	Hughson Clinic - Change Account	300
75	MAB Pediatrics - Change Account	100
76	McHenry Medical Office - Change Account	300
77	Physical Therapy (REHAB) - Change Account	100
78	Specialty Clinic - Change Account	200
79	Turlock - Change Account	300
80	West Modesto Clinic - Change Account	450

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Attachment A

STANISLAUS COUNTY
Revolving Fund Schedule
As of June 30, 2016

	Public Works Transit - 1716 Morgan Rd, Modesto	
81	Transit - Postage Due - Postage Revolving Account	300 **
	Total Enterprise Fund	<u>\$ 4,700</u>
	<u>Internal Service Fund</u>	
	CEO-Risk Management - 1010 10th Street, Suite 5900, Modesto	
82	General Liability - Minor Claims	\$ 500
	Total Internal Service Fund	<u>\$ 500</u>
	<u>Trust and Agencies</u>	
	Animal Services - 3647 Cornucopia Way, Modesto	
83	Change Account	\$ 700
84	Petty Cash	100
	Law Library - 1101 13th Street, Modesto	
85	Change Account	112
86	Revolving Account - Petty Cash	3,000 *
	StanCERA - 832 12th Street, Suite 600, Modesto	
87	Change Account	50
	Total Trust and Agencies	<u>\$ 3,962</u>
	Total Revolving Funds	<u><u>\$ 140,212</u></u>

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