



COUNTY OF HUMBOLDT

For the meeting of: 5/11/2021

File #: 21-535

To: Board of Supervisors

From: District Attorney

Agenda Section: Consent

SUBJECT:

Resolution Authorizing a Decrease in the Revolving Petty Cash Fund Established for Use by the Humboldt County District Attorney's Office Investigation Division

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the attached resolution which authorizes a decrease in revolving petty cash fund established for use by the Humboldt County District Attorney's Office Investigation Division by \$21.91 to the amount of 3,000;
2. Authorize the return deposit of \$21.91 into budget unit 1100-205;
3. Authorize the Chief Investigator of the Humboldt County District Attorney's Office to be the custodian of record for the revolving petty cash fund established for use by the Humboldt County District Attorney's Office Investigation Division; and
4. Direct the Clerk of the Board to transmit fully executed certified copies of the attached resolution to the Humboldt County Auditor-Controller and the Humboldt County Treasurer-Tax Collector.

SOURCE OF FUNDING:

Budget 1100-205, District Attorney

DISCUSSION:

Section 29321 of the California Government Code authorizes the board of supervisors to establish revolving funds for use of any county officer by adopting a resolution which sets forth: the necessity for the fund; the office, department, service or institution for which the fund is available; and the amount of the fund, which shall not exceed \$250,000.

The Humboldt County District Attorney's Office Investigation Division (Investigation Division) has an existing revolving petty cash fund that is used to adequately finance the expenditure of small sums of cash that are necessary to carry out daily operations, including, without limitation, out-of-pocket expenditures, minor cost items and supplies in the amount of \$3,021.91. Due to ease of reconciliation and processing replenishments the Investigation Division asks to decrease the amount of the revolving petty cash fund to \$3,000. It is also requested that the revolving petty cash fund be placed in the care

and control of the Chief Investigator in order to minimize the impact to the daily operations of the Investigation Division.

FINANCIAL IMPACT:

The decrease of \$21.91, and return deposit to budget unit 1100-205, will marginally increase the budget for the District Attorney's Office. There are no significant financial impacts by authorizing this request. The funding is maintained in a cash box that is securely stored, monitored, and operated by the Chief Investigator, Kyla Baxley. Adoption of the attached resolution will not impact the Humboldt County General Fund.

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors' Strategic Framework by providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to adopt the attached resolution authorizing a decrease in the revolving petty cash fund established for use by the Investigation Division. However, this alternative is not recommended as it could impede efficient operations of the Investigation Division.

ATTACHMENTS:

1. Resolution Authorizing a Decrease in the Revolving Petty Cash Fund Established for Use by the Humboldt County District Attorney's Office Investigation Division

PREVIOUS ACTION/REFERRAL:

Board Order No.: None

Meeting of: None

File No.: None