



COUNTY OF HUMBOLDT

For the meeting of: 6/25/2019

File #: 19-815

To: Board of Supervisors

From: Clerk/Recorder

Agenda Section: Consent

SUBJECT:

Resolution Establishing a Revolving Petty Cash Fund for the County Clerk / Recorder and rescind Revolving Fund Resolution No. 88-108 for the County Clerk Department and rescind Revolving Fund Resolution No. 93-93 for the Recorder Department

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt Resolution No. _____ establishing a revolving fund for use by the County Clerk / Recorder and rescind Resolution No.'s 88-108 and 93-93 pursuant to Government Code 29320, et seq.; and
2. Direct the Clerk of the Board to transmit a copy of the Resolution to the Auditor-Controller and Treasurer pursuant to Government Code 29322.

SOURCE OF FUNDING:

General Fund 1100-271

DISCUSSION:

Prior to the county Clerk and Recorder departments combining into one department, each department had a petty cash balance of \$225.00 and \$50.00 respectively.

Our current funding is insufficient to meet our financial needs of serving our customers with cash transactions.

In order to strengthen our accounting procedures and be able to complete our daily closing, we respectfully request the rescissions of the individual County Clerk department and Recorder department revolving funds balances in total of \$275.00 and establish a new revolving petty cash fund for the County Clerk / Recorder department in the amount of \$1,500.00. The revolving petty cash fund will be balanced, and the daily deposit bags will be sealed, each day.

FINANCIAL IMPACT:

Funds will be utilized from the Clerk/Recorder budget unit 1100-271 to increase to the county General

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Fund Petty Cash balance by \$1,225.00.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may elect not to adopt the resolution, but this is not recommended.

ATTACHMENTS:

Resolution No. _____.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A