



COUNTY OF HUMBOLDT

For the meeting of: 12/7/2021

File #: 21-1654

To: Board of Supervisors

From: Sheriff

Agenda Section: Consent

SUBJECT:

Resolution to Authorize Revolving Petty Cash Fund for the Humboldt County Sheriff's Office Business Division

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve Resolution No. ____ to authorize the revolving petty cash fund for the Humboldt County Sheriff's Office (HCSO) Business Division for \$500 for use in making change (Attachment 1).

SOURCE OF FUNDING:

General Fund (1100)

DISCUSSION:

HCSO has petty cash accounts for its Records Division in the amount of \$100 and Civil Division in the amount of \$100 for making change to the public as part of its regular operations. Frequently the two divisions run out of the correct denomination of currency needed to make change. HCSO would prefer to have a petty cash account maintained in the Business Division's safe instead of increasing the petty cash drawers for the Records and Civil Divisions. This would allow Records and Civil to easily request an exchange of currency to acquire the correct denominations when necessary. Currently staff must leave the office and go to the bank to exchange currency or have to send members of the public away from the office to acquire the exact change needed to complete their transaction. Adding a petty cash drawer to the Business Office in the amount of \$500 would drastically reduce the number of times staff would need to travel to the bank to exchange currency and should completely eliminate the need to send members of the public away to acquire exact change to complete their transactions.

FINANCIAL IMPACT:

The \$500 needed for this revolving petty cash fund would be reallocated from the county's cash pool into a cash box that is securely stored, monitored and operated by the Business Division's petty cash custodian Monika Fridley, Business Manager.

Approval of this request would have no impact on the General Fund.

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 deny the request to approve the resolution for a petty cash account for HCSO's Business Division, however it is not recommended as it would impede efficient operations and continue to be a disservice to members of the public doing cash business with HCSO.

ATTACHMENTS:

Attachment 1 - Resolution Authorizing Petty Cash for HCSO Business Division

Attachment 2 - Cash Handling Policy

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A