



# COUNTY OF HUMBOLDT

For the meeting of: 10/1/2019

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File #: 19-1364

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**To:** Board of Supervisors

**From:** Clerk of the Board

**Agenda Section:** Consent

**SUBJECT:**

Eliminate the Revolving Petty Cash fund in the Clerk of the Board's Office by Rescinding Resolution 85-114 and Resolution 01-60

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Rescind Resolution 85-114 and Resolution 01-60 which established the Revolving Petty Cash Fund in the Clerk of the Board's Office; and
2. Direct the Auditor Controller to eliminate the Revolving Petty Cash fund immediately following Board action.

**SOURCE OF FUNDING:**

General Fund

**DISCUSSION:**

On December 3, 1985, per government code section 29320, the Board of Supervisors established by Resolution 85-114, a Revolving Petty Cash Fund in the amount of \$25 in the Clerk of the Board's Office, and on August 14, 2001 by Resolution 01-60 increased the Revolving Petty Cash Fund to \$50.

The fund was originally created so the department could collect funds charged to the general public for agenda packets, findings of fact, certification of documents, transcripts and tapes, per the approved county fee schedule. However, over the years, technology has advanced such that the department rarely collects cash for these types of requests as they are usually provided in electronic format to the requestor. The department is requesting that the fund be eliminated and that the remaining funds (\$18.06) in the petty cash drawer be deposited with the Auditor Controller for crediting back to the county's general fund.

**FINANCIAL IMPACT:**

None

**STRATEGIC FRAMEWORK:**

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

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to leave the Revolving Petty Cash Fund in the Clerk of the Board's Office in place. However, this is not recommended as the fund is not be utilized and is longer needed.

ATTACHMENTS:

- A. Resolution 85-114
- B. Resolution 01-60

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A