

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Auditor - Controller		(2) MEETING DATE 1/10/2012		(3) CONTACT/PHONE Matt Purkiss 781-5099	
(4) SUBJECT Submittal of a cash procedures review of the General Services Agency, Parks Division Pools conducted on August 2 & 3, 2011.					
(5) RECOMMENDED ACTION It is recommended that the Board receive the item and file.					
(6) FUNDING SOURCE(S) N/A		(7) CURRENT YEAR FINANCIAL IMPACT \$0.00		(8) ANNUAL FINANCIAL IMPACT \$0.00	
(9) BUDGETED? Yes					
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation (Time Est. _____) <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business					
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A			(12) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A		
(13) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A			(14) W-9 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
(15) LOCATION MAP N/A		(16) BUSINESS IMPACT STATEMENT? No		(17) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(18) ADMINISTRATIVE OFFICE REVIEW					
(19) SUPERVISOR DISTRICT(S) All Districts -					

County of San Luis Obispo



TO: Board of Supervisors

FROM: Gere W. Sibbach, Auditor - Controller

DATE: 1/10/2012

SUBJECT: Submittal of a cash procedures review of the General Services Agency, Parks Division Pools conducted on August 2 & 3, 2011.

RECOMMENDATION

It is recommended that the Board receive the item and file.

DISCUSSION

Cash handling can be an area vulnerable to mistakes or misappropriation. The Auditor-Controller has developed policies to minimize the risk associated with use of change funds and petty cash as well as cash receipts. The objective of our review was to establish accountability for the cash on hand at the time of the count and determine compliance with the County Cash Handling Policy.

OTHER AGENCY INVOLVEMENT/IMPACT

None.

BUSINESS IMPACT STATEMENT

None.

FINANCIAL CONSIDERATIONS

There is no additional cost to the County for conducting unannounced cash reviews. Periodic unannounced cash reviews are a part of the Auditor-Controller's compliance with Government Code 29321.1 and County Resolution Number 84-40.

RESULTS

We determined the cash fund and cash receipts on hand, in all material respects, to be in balance at the time of the cash count, and the department is in general compliance with the County Cash Handling Policy. We also identified two areas of improvement which are detailed in the attached departmental memo.

The Auditor-Controller's program of periodic unannounced reviews of cash procedures helps maintain and improve internal controls and procedures for cash handling by County staff and contributes to the County's vision of a well governed community.

ATTACHMENTS

1. Report of the GSA Pools Cash Procedures Review