

**MEMORANDUM**

To: Honorable Board of Supervisors

From: Cathy Saderlund, Auditor-Controller

Ref No.: 18M-082

Date: May 6, 2018

Subject: Countywide Cash Handling Policy

Background:

Per Government Code §26881 and direction of your Board, the County Auditor-Controller is responsible for establishing and maintaining a countywide Cash Handling Policy. This policy is a supplement to and provides the framework for individual department cash handling policies and practices.

Due to increased cash activity, the customary review schedule was accelerated and the policy was systematically reviewed and compared to current and emerging best practices. As a result of our review and based on the significance of the update, it is offered to your Board for inclusion in the Financial Section of the County of Lake Board of Supervisors Policies and Procedures Manual.

To facilitate inclusion, a consolidated table of contents was added and reference to specific sections of both the Auditor-Controller and the Board of Supervisors Policies and Procedures manual are noted. It is hoped that this format may be utilized in the future to provide additional information in the Finance Section of your Board's Manual.

Conclusion:

Submitted for your review is the updated Auditor-Controller Cash Handling Policy and a request to integrate this policy in the Board of Supervisors Policies and Procedures Manual.