



Legislation Details (With Text)

File #: 18-424 **Version:** 1 **Name:**
Type: Report **Status:** Agenda Ready
File created: 5/9/2018 **In control:** BOARD OF SUPERVISORS
On agenda: 5/22/2018 **Final action:**
Title: Approve Inclusion of Cash Handling Policy in Board of Supervisors Policies and Procedures Manual and authorize the Auditor-Controller to update as needed.
Sponsors: Auditor-Controller/County Clerk
Indexes:
Code sections:
Attachments: 1. 18M-082, 2. BOS Policies and Procedures Manual v4

Date	Ver.	Action By	Action	Result
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MEMORANDUM

TO: Honorable Board of Supervisors

FROM: Cathy Saderlund, Auditor-Controller

DATE: May 22, 2018

SUBJECT: Approve Inclusion of Cash Handling Policy in Board of Supervisors Policies and Procedures Manual and authorize the Auditor-Controller to update as needed.

EXECUTIVE SUMMARY:

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.

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.

FISCAL IMPACT: ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative):

STAFFING IMPACT (if applicable):

RECOMMENDED ACTION: Approve inclusion of Cash Handling Policy in Board Policies and Procedures Manual and authorize the Auditor-Controller to update as needed.