



# Board Agenda Item 57

DATE: November 16, 2021

TO: Board of Supervisors

SUBMITTED BY: Delfino E. Neira, Director, Department of Social Services

SUBJECT: Dissolution of Child Welfare Petty Cash Fund

RECOMMENDED ACTION(S):

**Approve a resolution for the dissolution of the Child Welfare Petty Cash Fund for the Department of Social Services Org 5610 in the amount of \$200 (4/5 vote).**

There is no increase in Net County Cost associated with the recommended action, approval of the recommended action will allow the Department of Social Services (DSS) to dissolve the Petty Cash Fund for Child Welfare expenses. The purpose of the established fund is to provide out of town travel, meals, and other expenses related to the day-to-day needs of dependent children who are awaiting placements. The Division has transitioned to using the CalCard for these types of expenses; therefore, a Petty Cash Fund is no longer required. This item is countywide.

ALTERNATIVE ACTION(S):

There are no viable alternative actions. If the recommended action is not approved, the Department will continue to monitor the unused petty cash fund.

FISCAL IMPACT:

There is no increase to Net County Cost associated with the recommended action. The Department no longer requires the use of the Petty Cash Fund.

DISCUSSION:

On January 30, 2001, the Auditor-Controller/Treasure-Tax Collector (ACTTC) established the Child Welfare Petty Cash Fund, which was retroactively ratified by the Board of Supervisors on September 24, 2019. The purpose of the established fund is to provide out of town travel, meals, and other expenses related to the day-to-day needs of dependent children who are awaiting placements. The Division has transitioned to using the CalCard for these types of expenses; therefore, a Petty Cash Fund is no longer required.

On July 9, 2019, your Board approved and adopted the County's Cash Manual to improve internal control with cash handling. The Department has complied with Section 5.2 - Establish or Modifying Revolving Funds of the Cash Manual to dissolve the Petty Cash Fund. The amount equal to the Fund of \$200 was deposited and delivered to ACTTC on June 29th, 2021.

REFERENCE MATERIAL:

BAI #32, July 9, 2019

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Resolution

CAO ANALYST:

Yussel Zalapa