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## Fresno County Board of Supervisors

# ADMINISTRATIVE POLICY

### NUMBER 16 Cash Shortages

Effective Date: ~~October 1,~~  
2002 July 9, 2019

#### POLICY STATEMENT

All department requests for reimbursement of cash shortages ~~\$100~~ shall follow the procedures defined in the Cash Manual adopted by ~~be submitted to~~ the Board of Supervisors. ~~for approval or denial.~~ Requests for reimbursement outside the scope of the Cash Manual shall be submitted to the Board of Supervisors for approval or denial. ~~of cash shortages of less than \$100 may be approved by the Auditor-Controller/Treasurer-Tax Collector.~~

#### MANAGEMENT RESPONSIBILITY

The Auditor-Controller/Treasurer-Tax Collector is responsible for maintaining the Cash Manual and devising procedures to control cash and account for overages and shortages in those departments which receive or disburse money.