



# Board Agenda Item 26

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DATE: October 7, 2025

TO: Board of Supervisors

SUBMITTED BY: John Zaroni, Sheriff-Coroner-Public Administrator

SUBJECT: Dissolution of Sheriff's Office Revolving Petty Cash Fund

RECOMMENDED ACTION(S):

**Approve and adopt a Resolution that discontinues and dissolves the Sheriff-Coroner-Public Administrator's Fugitive Warrants/Extradition Emergency Travel Revolving Petty Cash Fund in Org 3111 in the amount of \$3,000 (4/5 vote).**

There is no increase in Net County Cost associated with the recommended action. Approval of the recommended action will allow the Sheriff's Office to dissolve the revolving petty cash fund for the Fugitive Warrants/Extradition Emergency Travel. The purpose of the established fund is to provide travel expenses and meals related to Fugitive Warrants/Extradition Emergency Travel. The Sheriff's Office is now using CalCard payments for these expenses, and this 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 Sheriff's Office will continue to monitor the unused revolving petty cash fund.

FISCAL IMPACT:

There is no increase to Net County Cost associated with the recommended action. The Sheriff's Office no longer requires the use of the revolving petty cash fund.

DISCUSSION:

On September 24, 2019, the Board approved a resolution establishing petty cash revolving funds for certain County Officers, which also ratified prior actions of the Auditor-Controller/Treasure-Tax Collector (ACTTC) in connection with petty cash funds.

The purpose of this petty cash fund is to provide travel expenses and meals for Fugitive Warrants/Extradition emergency travel. This fund is no longer necessary, as the Extradition Unit now utilizes a County-issued credit card (CalCard) for travel expenses, and meal reimbursements are issued by check in accordance with County procedures.

Section 5.2 of the County of Fresno Cash Manual provides that if a department no longer requires a cash fund, the department must send a memorandum to the ACTTC requesting dissolution of the existing cash fund. Once the dissolution of the existing fund is reviewed and approved by the ACTTC, the department must send the request for dissolution of the existing cash fund to the Board for approval.

On August 19, 2025, ACTTC formally approved the memo for the dissolution of the Sheriff's Extradition Emergency Travel Fund of (\$3,000). Subject to the approval of your Board, the funds currently in this petty cash fund will be deposited in the Sheriff-Coroner-Public Administrator's Account 5831, Fund 0001, Subclass 10000, Org 31112102.

REFERENCE MATERIAL:

BAI #19, September 24, 2019

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Resolution

CAO ANALYST:

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