



**INTEROFFICE MEMORANDUM**

**Oscar J. Garcia, CPA**

Auditor-Controller/Treasurer-Tax Collector

**Vivi Le, CPA**

Deputy Auditor-Controller

**Frank Gomez**

Deputy Treasurer-Tax Controller

**DATE:** October 3, 2025

**TO:** Susan Holt, Director of Behavioral Health

**FROM:** *Oscar J. Garcia* Oscar J. Garcia, CPA Auditor-Controller/Treasurer-Tax Collector

**SUBJECT:** Approval for Establishment of Revolving Change Fund Request – Fresno Air Building

We have received your request to establish a revolving change fund for the Fresno Air Building in the amount of \$50 for Org 56302011 in General Fund. As outlined in your memo, the purpose of this fund is to provide change for large currency denominations during medical records transactions.

The written procedures submitted to our office have been reviewed and appear reasonable. Based on the documented need, your request is justified and has been approved. A check will be issued once Board approval has been obtained.

If you have any questions, please contact the General Accounting Division at 559-600-3609.

OJG:vt



# County of Fresno

Department of Behavioral Health

**Susan L. Holt**

Director of Behavioral Health  
Public Guardian

## MEMORANDUM

**DATE:** Sep 29, 2025

**TO:** Oscar J. Garcia, CPA, Auditor-Controller/Treasurer-Tax Collector

**FROM:** Susan L. Holt, Director of Behavioral Health *Susan Holt*  
Susan Holt (Sep 29, 2025 14:59:56 PDT)

**SUBJECT:** Request to Establish Change Fund for Department of Behavioral Health – Air Fresno Building

### Justification for Establishment

The Department of Behavioral Health – Finance Division is requesting authorization to establish a change fund at the Air Fresno building. This fund is essential to support cashiering operations, specifically to provide change for large currency denominations during medical records transactions.

### Administrative Oversight

The change fund will be managed by the Health Information Technology and Privacy Management Division. This division will be responsible for maintaining accurate accounting records, with oversight and support from the Finance Division. All transactions will be documented with appropriate receipts and supporting documentation to ensure accountability and compliance.

### Requested Amount

The requested amount for the change fund is \$50.00, to be allocated from Fund 0001, Subclass 10000, Org 56302011.



**INTEROFFICE MEMORANDUM**

**Oscar J. Garcia, CPA**

Auditor-Controller/Treasurer-Tax Collector

**Vivi Le, CPA**

Deputy Auditor-Controller

**Frank Gomez**

Deputy Treasurer-Tax Controller

**DATE:** October 3, 2025

**TO:** Susan Holt, Director of Behavioral Health

**FROM:** *Oscar J. Garcia*, Oscar J. Garcia, CPA Auditor-Controller/Treasurer-Tax Collector

**SUBJECT:** Approval for Establishment of Revolving Change Fund Request – Metro Building

We have received your request to establish a revolving change fund for the Metro Building in the amount of \$50 for OG 56302011 in General Fund. As outlined in your memo, the purpose of this fund is to provide change for large currency denominations during medical records transactions.

The written procedures submitted to our office have been reviewed and appear reasonable. Based on the documented need, your request is justified and has been approved. A check will be issued once Board approval has been obtained.

If you have any questions, please contact the General Accounting Division at 559-600-3609.

OJG:vt



# County of Fresno

Department of Behavioral Health

**Susan L. Holt**

Director of Behavioral Health  
Public Guardian

## MEMORANDUM

**DATE:** Sep 29, 2025

**TO:** Oscar J. Garcia, CPA, Auditor-Controller/Treasurer-Tax Collector

**FROM:** Susan L. Holt, Director of Behavioral Health *Susan Holt*  
Susan Holt (Sep 29, 2025 14:59:32 PDT)

**SUBJECT:** Request to Establish Change Fund for Department of Behavioral Health - Metro Building

### Justification for Establishment

The Department of Behavioral Health – Finance Division is requesting authorization to establish a change fund at the Metro building. This fund is essential to support cashiering operations, specifically to provide change for large currency denominations during medical records transactions.

### Administrative Oversight

The change fund will be managed by the Health Information Technology and Privacy Management Division. This division will be responsible for maintaining accurate accounting records, with oversight and support from the Finance Division. All transactions will be documented with appropriate receipts and supporting documentation to ensure accountability and compliance.

### Requested Amount

The requested amount for the change fund is \$50.00, to be allocated from Fund 0001, Subclass 10000, Org 56302011.



**INTEROFFICE MEMORANDUM**

**Oscar J. Garcia, CPA**

Auditor-Controller/Treasurer-Tax Collector

Vivi Le, CPA

Deputy Auditor-Controller

Frank Gomez

Deputy Treasurer-Tax Controller

**DATE:** October 3, 2025

**TO:** Susan Holt, Director of Behavioral Health

**FROM:** Oscar J. Garcia, CPA Auditor-Controller/Treasurer-Tax Collector

**SUBJECT:** Dissolution of Revolving Funds – Heritage Centre, Change fund

The Auditor-Controller/Treasurer-Tax Collector received your request for dissolution of \$50 for Change Fund in Org 56302005 for Heritage Centre on October 1, 2025. The request has been reviewed and approved.

Per the County of Fresno Cash Manual, after approval for dissolution by the Auditor-Controller/Treasurer-Tax Collector, the resulting approved memorandums must be submitted to the Board of Supervisors for final approval of dissolution.

If you have any questions, please contact the General Accounting Division at 559-600-3609.

OJG:vt



# County of Fresno

Department of Behavioral Health

**Susan L. Holt**

Director of Behavioral Health

Public Guardian

## MEMORANDUM

**DATE:** Sep 29, 2025

**TO:** Oscar J. Garcia, CPA, Auditor-Controller/Treasurer-Tax Collector

**FROM:** Susan Holt, Director of Behavioral Health *Susan Holt*  
Susan Holt (Sep 29, 2025 14:51:35 PDT)

**SUBJECT:** Request for Closure of DBH Change Fund – Heritage Centre

This memo serves as a formal request to close the Change Fund currently assigned to the Heritage Centre, located at 3151 N. Millbrook Ave, Fresno, CA 93703, under the Department of Behavioral Health – Finance Division.

The Change Fund, in the amount of **\$50.00**, is recorded under **Fund 0001, Subclass 10000, Org 56302005**. As this fund is no longer required for operational purposes, we request that it be officially closed.

The full amount of **\$50.00** has been deposited in PeopleSoft Financials under **Deposit ID #508737**. Please let me know if any additional documentation is required to complete this process.

County Of Fresno

Ready For Deposit  
Accounting Date: 09/09/2025

Business Unit: COF  
Deposit ID: 508737  
Payment ID: 508737202599  
Deposit Amount: \$50.00  
Entry Operator ID: samvang1  
Received By: .....  
Budget Header Status: V  
Prepared by: svang/6009021

CASHIER 2

OCT 01 2025

Date: .....  
FRESNO COUNTY  
TREASURER

First Distribution Line: For Treasurer's Use Only					
<u>Account</u>	<u>Fund</u>	<u>Department</u>	<u>Program</u>	<u>SubClass</u>	<u>Budget Year</u>
5831	0001	56302005	0	10000	

<u>Payment</u>	<u>Amount</u>
Currency	\$50.00