



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 11/12/2019

Agenda Placement: 6X

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Helene Franchi for Minh Tran - County Executive Officer
County Executive Office
REPORT BY: Mary Booher, Assistant County Executive Officer - 707-253-4153
SUBJECT: Closing of Imprest Cash Fund

RECOMMENDATION

County Executive Officer requests authorization to close out the Department's imprest cash fund in the amount of \$70.

EXECUTIVE SUMMARY

This approval will close out the imprest cash fund used by the County Executive Office. The Department has few incidental expenses and they can be claimed on an Employee Expense or Travel Expense claim. The imprest cash fund is no longer needed by the Department.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No
County Strategic Plan pillar addressed: Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The imprest cash account reimbursed incidental postage costs for the department, and it has not been used frequently enough to justify the administrative time needed to manage the fund appropriately. Staff has access to a Purchasing Card for these purchases. This action will close the imprest cash account, returning the \$70 to the available General Fund fund balance.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Leigh Sharp