



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/2/2010
Agenda Placement: 7A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Nottley, Janet - Director
Child Support Services
REPORT BY: Dianna C. Sargent, STAFF SERVICES MANAGER - (707) 253-4214
SUBJECT: Removal of Asset

RECOMMENDATION

Director of Child Support Services requests the removal of one (1) XGA LCD Projector w/2200 from the Child Support Services asset list.

EXECUTIVE SUMMARY

Child Support Services is requesting the removal of an XGA LCD Projector w/2200 from the departmental asset list. This item was transferred to and subsequently disposed of by the Health and Human Services Agency. It was recently noted in an internal audit that this item still appeared on the Department's asset list.

FISCAL IMPACT

Is there a Fiscal Impact? No

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

In Fiscal Year 2006-2007 Child Support Services (CSS) transferred a Sharp Infocus Prolite 570 XGA LCD Projector to the Health and Human Services Agency. The projector was listed on Child Support Services asset list as XGA LCD Projector w/2200 with a value of \$9,282.98. It was listed on the interdepartmental property transfer list as Infocus Lite Pro 570. As a result of this error, the projector was not removed from CSS's asset list and on the Transfer of Accountability at the time of the former director's retirement in October 2007.

During a recent audit by the auditing section of the Napa County Auditor-Controller's Office, the discrepancy was noted. To correct this, Child Support Services is requesting the removal of this item from the departmental asset list.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan