



Agenda Date: 3/4/2008
Agenda Placement: 7E

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Jon Gjestvang - Acting Chief Information Officer
Information Technology Services
REPORT BY: Serena Pearson, STAFF SERVICES ANALYST I - 707-259-8666
SUBJECT: Close Out of Information Technology Services Petty Cash

RECOMMENDATION

Chief Information Officer requests authorization to close out an imprest cash fund in the amount of \$100 for the Information Technology Services Department.

EXECUTIVE SUMMARY

The Information Technology Services Department has not used the imprest or petty cash account in 5 years. Any and all transactions in the past have been over eighteen dollars. More staff time is spent on auditing the cash account and keeping it secure than the actual use. Management within the Information Technology Services Department would rather have all employees obtain authorization from their supervisor or manager before purchasing any items. Claim forms will be used instead of the petty cash account. Claim forms will provide for direct supervisor authorization and better internal controls.

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

The Information Technology Services Department has not used the petty cash account in 5 years. The last transactions occurred November 15th, 2002 and then December 4th, 2002. Any and all transactions in the past have been over eighteen dollars. More staff time is spent on auditing the cash account and keeping it secure than the actual use. Management within the Information Technology Services Department would rather have all employees obtain authorization from their supervisor or manager before purchasing any items. Claim forms will be used instead of the petty cash account. Claim forms will provide for direct supervisor authorization and better internal controls.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Collins