



Agenda Date: 8/14/2007  
Agenda Placement: 6B

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Carol Strobel for Gary Lieberstein - District Attorney  
District Attorney  
**REPORT BY:** Carol Strobel, Administrative Services Officer, 253-4215  
**SUBJECT:** Approval to increase petty cash fund for the District Attorney's Office

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### **RECOMMENDATION**

District Attorney requests approval to increase the imprest cash fund in the District Attorney's Office budget from \$200 to \$300.

### **EXECUTIVE SUMMARY**

This action increases the imprest cash (petty cash) fund in the District Attorney's Office budget from \$200 to \$300. The funds are used to reimburse employees for specialized office supplies for courtroom presentations and postage services that cannot be utilized through the County mail system.

### **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 District Attorney's Office has determined that the petty cash fund in the amount of \$200 is not sufficient to meet the Department's needs and therefore is requesting an increase to \$300. Petty cash is typically used for postage

services that cannot be utilized through the County mailing system and to purchase specialized supplies for Court related presentations that either cannot be obtained timely or through the County's vendors.

The Department has found that the demand for petty cash often exists before the fund can be replenished, necessitating out of pocket spending by employees. Increasing the petty cash fund from \$200 to \$300 will assist in running a more efficient operation.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan