



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/14/2010

Agenda Placement: 7E

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Steven Lederer - Director of Environmental Management
ANIMAL SHELTER
REPORT BY: Steven Lederer, Director of Environmental Management - 253-4471
SUBJECT: Transfer of existing Imprest Account to new Animal Shelter Fund

RECOMMENDATION

Director of Environmental Management requests authorization to close out the \$175 imprest cash account in the General Fund, Fund 1000 and establish a new imprest cash account of \$175 in the Animal Shelter Fund, Fund 4700.

EXECUTIVE SUMMARY

The Animal Shelter was recently changed from Fund 1000 to Fund 4700. In order to maintain the existing \$175.00 imprest cash account, Board action is required to close out the imprest cash account in the General Fund, Fund 1000 and create an imprest cash account for \$175.00 in the Animal Shelter Fund, Fund 4700.

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

For fiscal year 2009-2010, the Animal Shelter was moved out of the General Fund (Fund 1000) to its own Enterprise Fund (Fund 4700). While all other assets were transferred, the imprest cash was not. This item effectively closes the General Fund Imprest Cash account, releasing the \$175.00 reserve, and provides authority to create a new imprest cash account and reserve in the Animal Shelter Fund, Fund 4700, in the amount of \$175.00. It has been practice of the County to obtain Board approval for closing or creating imprest cash accounts for greater accountability and transparency.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi