

COUNTY ADMINISTRATOR'S OFFICE

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COUNTY OF SOLANO



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August 27, 2012

Honorable Paul L. Beeman  
Presiding Judge of the Superior Court  
Solano Superior Court  
600 Union Avenue  
Fairfield, CA 94533

RE: County Responses to FY2011/2012 Solano County Grand Jury Report titled "Petty Cash Funds"

Dear Presiding Judge Beeman:

Pursuant to Penal Code sections 933(c) and 933.05, I am responding to the findings and recommendations in the FY2011/12 Grand Jury Report received on July 12, 2012 on the Petty Cash Funds that pertain to matters under my control as the County Administrator.

**Finding 2**

*Petty cash funds within the Department of Health and Social Services exceeded \$3000 without the required approval by the Board of Supervisors.*

**Response to Finding 2**

The County Administrator's Office disagrees wholly with the finding. On May 6, 2003 the Board of Supervisors approved the transfer of the Public Administrator function from the Sheriff/Coroner to the Department of Health and Social Services. Therefore, the Petty Cash/Revolving fund was part of the Board approved operational transfer of the Public Administrator.

**Recommendation 2**

*County Administrator either obtain approval by the Board of Supervisors for the petty cash funds in the Department of Health and Social Services or direct the department head to reduce the value of the funds to bring them in compliance with County Policy.*

**Response to Recommendation 2**

This recommendation will not be implemented because it is not warranted, as described in the response to Finding 2.

**Finding 3**

*The County had approximately \$10,000 in petty cash funds that, in large part, was not used and was sitting idle.*

**Response to Finding 3**

The County Administrator agrees with the finding in that it is appropriate to conduct a review of the petty cash funds to ensure the amounts are adequate and necessary.

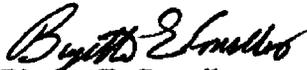
**Recommendation 3**

*County Administrator direct heads of departments and offices with little or no petty cash activity to coordinate with the Auditor-Controller to reduce or abolish the fund(s) and return the cash to the Treasury.*

**Response to Recommendation 3**

The recommendation is being implemented and will be complete by December 2012. The Auditor's Office has begun working to confirm the need for the petty cash with each of the County Departments. Some departments have already closed or reduced their petty cash amounts.

Respectfully submitted,



Birgitta E. Corsello  
County Administrator