



ESTABLISHED 1850

CITY OF VACAVILLE

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STEVE HARDY Mayor
DILENNA HARRIS Councilmember

RON ROWLETT Vice Mayor
CURTIS HUNT Councilmember

MITCH MASHBURN Councilmember

June 28, 2011

Honorable D. Scott Daniels
Presiding Judge
Solano County Superior Court
c/o Superior Court Executive Officer/Clerk
Hall of Justice
600 Union Avenue
Fairfield, CA 94533

RECEIVED
JUL 1 2011
SUPERIOR COURT, DEPT. 6

RE: RESPONSE TO 2010-2011 SOLANO COUNTY GRAND JURY REPORT – Unclaimed Funds and Escheatment Process Review

Dear Judge Scott:

The 2010-2011 Grand Jury report entitled "Unclaimed Funds and Escheatment Process Review" lists the City of Vacaville, along with the other cities in Solano County, to have certain *Findings and Recommendations*. The City has reviewed the Grand Jury Report and offers the following responses:

Finding/Recommendation # 3c.1 (page 6)

3.c The city posts public notification of outstanding items of \$50 or more on their website for three years. The following concerns were noted (Vacaville):

- 1. This dollar amount does not comply with the code requirements and results in items from \$15.00 - \$49.99 being reverted back to the city before the required three-year period.*

Response: The City has changed the policy to include in the notice all unclaimed Accounts Payable or Payroll check amounts greater than or equal to \$15. This list will be posted on the City's Website and noticed in the paper before we transfer unclaimed funds back to the City.

Finding/Recommendation # 3c.2 (page 6)

- 2. The notice requires stating the fund in which the money is being held. The website notice or listing does not reference the fund in which the money is held.*

Response: The City has changed the policy to include the funding source both in the newspaper notice and on the City's Website.

Finding 6 and Recommendation 6 (page 7)

As of February 22, 2011, some cities had not prepared written policies and procedures covering the claiming of items belonging to the city listed on the State of California's unclaimed property website.

City Management and staff should prepare written policies and procedures covering the claims submission process. They should include establishing an appropriate schedule to perform the review on an annual basis (at minimum), detailing the prescribed search criteria used in researching the State website to ensure applicable items are captured, and listing the accounting steps to post recoveries.

Response: The City has had prescribed procedures on how to claim items from the State which are now being incorporated into a formal written policy. The City of Vacaville has been claiming items from the State for the past three years.

Please accept this letter as our response to the 2010-2011 Grand Jury report entitled "Unclaimed Funds and Escheatment Process Review" as required by California Penal Code Sec. 933.05. The City of Vacaville recognizes the value of the Grand Jury process and appreciates their efforts, and hard work in the area of municipal audit and finance. If you have any questions, please contact City Manager Laura Kuhn at 707-449-5335.

Sincerely,


Steve Hardy, Mayor


Laura C. Kuhn, City Manager

cc: Vacaville City Council
Clerk of the Board of Supervisors
Birgitta Corsello, Solano County Administrator