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August 2, 2011

To: Honorable D. Scott Daniels  
Presiding Judge

From: Supervisor Michael J. Reagan  
Chair, Board of Supervisors

Re: *Response to Grand Jury Report of May 16, 2011 – Unclaimed Funds and Escheatment  
Process Review*

Honorable Judge Daniels:

The following, under Penal Code sections 933(c) and 933.05, the Solano County Board of Supervisors' responds to the findings and recommendations contained in the 2010/11 Grand Jury Report of May 16, 2011 concerning Unclaimed Funds and Escheatment Process Review.

### **Finding 1**

The Grand Jury's review in October 2010 indicated that the County had no written policies and procedures to ensure funds due from the State are collected and appropriately credited as a recovery in a timely manner. Management and staff in the Auditor-Controller's Office proactively corrected this situation during the course of the review and documented their internal procedures.

### **Response to Finding 1**

**Auditor-Controller** - The Auditor-Controller's Office has followed the State of California's policies and procedures on submitting unclaimed property claims. However, as noted by the Grand Jury, the Auditor-Controller's Office has developed policies and procedures for seeking unclaimed property from the State of California.

**Board of Supervisors** – The Board of Supervisors agrees with this finding.

### **Recommendation 1**

The Auditor-Controller's Office should continue to develop and refine the established policies and procedure as new and better research methods are identified.

**Response to Recommendation 1**

**Board of Supervisors** – This recommendation has been implemented as reflected in the Auditor-Controller's comment on Section C.

**Finding 2**

As of February 22, 2011, a copy of the Unclaimed Monies List (warrants) was not posted on the County's website as a source for the public to review.

**Response to Finding 2**

**Treasurer-Tax Collector-County Clerk** - The Treasurer agrees [concur] with this [the] finding.

**Board of Supervisors** – The Board of Supervisors concurs with the Treasurer-Tax Collector-County Clerk's response to Finding 2.

**Recommendation 2**

The Unclaimed Monies listed in the public notice published in the newspaper in March each year should be posted to the County's website as a source for the public to review.

**Response to Recommendation 2**

**Treasurer-Tax Collector-County Clerk** - This recommendation has been implemented.

**Board of Supervisors** – The Board of Supervisors concurs with the Treasurer-Tax Collector-County Clerk's response to Recommendation 2

Respectfully submitted,



Michael J. Reagan  
Chair, Solano County Board of Supervisors