

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
1112 I Street, Suite #100
Sacramento, California 95814
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October 5, 2005

TO: Sacramento Local Agency Formation Commission
FROM: Peter Brundage, Executive Officer
RE: Petty Cash

RECOMMENDATION

Authorize the Executive Officer to request the Auditor Controller to write off \$40 Petty Cash.

DISCUSSION

LAFCo's Auditor has discovered that LAFCo is supposed to have \$40 in petty cash for incidental expenses. The Petty Cash Fund was established in the early days of LAFCo, sometime around 1977. However, it does not currently exist. It has not been used for years and years; the funds have been missing for years and years. It is most likely these funds were spent on business expenditures, the receipts were not submitted for reimbursement to the Petty Cash drawer, and the fund just went unused. Staff has no record of when this occurred. Therefore, I request that the Commission approve a write off of the \$40 and closure of the Petty Cash Fund account.

Although Commission staffers do not hold any corporate credit card, currently, when business expenses occur, staff pays from their own pockets and submits the receipt to the Auditor for direct reimbursement. There is no overwhelming need to maintain a Petty Cash account or stress over securing the funds within the office environment.

PB:Maf

(Petty Cash)

