

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Auditor - Controller	(2) MEETING DATE 3/27/2012	(3) CONTACT/PHONE Mike Cannon 781-5040	
(4) SUBJECT Submittal of a cash procedures review of the County Treasurer's Office conducted on December 15, 2011.			
(5) RECOMMENDED ACTION It is recommended that the Board receive the item and file.			
(6) FUNDING SOURCE(S) N/A	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? N/A
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A		(12) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(13) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(14) W-9 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
(15) LOCATION MAP N/A	(16) BUSINESS IMPACT STATEMENT? No	(17) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date January 10, 2012	
(18) ADMINISTRATIVE OFFICE REVIEW  <i>Nikki J. Schmidt</i>			
(19) SUPERVISOR DISTRICT(S) All Districts -			

# County of San Luis Obispo



TO: Board of Supervisors  
FROM: Gere W. Sibbach, Auditor - Controller  
DATE: 3/27/2012  
SUBJECT: Submittal of a cash procedures review of the County Treasurer's Office conducted on December 15, 2011.

## **RECOMMENDATION**

It is recommended that the Board receive the item and file.

## **DISCUSSION**

As directed by California Government Code Sections 26920 and 26922, an unannounced cash procedures review was conducted at the County Treasurer's Office, and all funds in the custody of the Treasurer were accounted for and balanced to the Treasurer's Daily Cash Report. Funds in the County Treasury as of December 15, 2011, totaled \$692,462,045.53 of which invested funds totaled \$542,463,107.32. The investments were reviewed and found to be in compliance with the current County Treasury's Investment Policy.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

The cash procedures review was conducted at the County Treasurer's Office.

## **FINANCIAL CONSIDERATIONS**

Our review verified that funds reported by the Treasurer's Office equaled cash on hand and funds held by financial institutions.

## **RESULTS**

The Auditor-Controller's program of quarterly cash procedures reviews of the Treasury fulfills Government Code requirements and informs the Board of Supervisors and the public on the status of the County Treasury.

We would like to thank the County Treasurer and his staff for their cooperation during the course of the cash count and review.

## **ATTACHMENTS**

1. Cash Procedures Review Report
2. Auditor-Controller's Certification

**County of San Luis Obispo**

**Office of the Auditor-Controller**

1055 Monterey Street Room D220

San Luis Obispo, California 93408

(805) 781-5040 FAX (805) 781-1220



**GERE W. SIBBACH, CPA**

**JAMES P. ERB, CPA, Assistant**

**LYDIA CORR, CPA, Deputy**

**JAMES HAMILTON, CPA, Deputy**

Email: auditor@co.slo.ca.us

TO: FRANK FREITAS, TREASURER-TAX COLLECTOR

FROM: GERE W. SIBBACH, AUDITOR-CONTROLLER

VIA: JAMES P. ERB, ASSISTANT AUDITOR-CONTROLLER *J. E.*

DATE: MARCH 13, 2012

SUBJECT: CASH PROCEDURES REVIEW OF THE TREASURER'S OFFICE CONDUCTED ON DECEMBER 15, 2011

Purpose

The objective of our review was to establish accountability for the cash and investments at the time of our unannounced cash count and to determine compliance with the Treasurer's Investment Policy.

Methodology

Our review included physically counting all cash on hand for December 15, 2011 and reconciling the amount to the department's accountability figures. We reviewed investment reports and verified they were accurately reported on the Treasurer's Daily Report for the date of our review. In addition, we recalculated a sample of investments to determine if the carrying values were accurately reported. Our review also included a limited evaluation of legal compliance with the Treasurer's Investment Policy.

Results

CASH FUNDS

We determined all cash funds and investments, in all material respects, to be in balance at the time of our count, and the Treasurer's office is in general compliance with the Treasurer's Investment Policy.

We appreciate the courteous attitude of your staff and the cooperation we received during the course of our review.

STATE OF CALIFORNIA  
County of San Luis Obispo

The undersigned County Auditor-Controller, having counted the monies in the County Treasury, as required by Section 26920 of the Government Code of the State of California, makes the following statement as of the 15th day of December, 2011, to wit:

Office Funds:

Cash per Treasurer's Daily Cash Report .....	\$ 26,916.60	\$ <u>129,596.03</u>
Add: Collection Item .....	102,679.43	
Less: Bank Deposits .....	0.00	
<b>TOTAL CASH ACCOUNTABILITY</b> .....	<b>\$ <u>129,596.03</u></b>	

Currency .....	26,541.00
Coin .....	375.60
Credit Card for Collection .....	27,134.72
Online Payments for Collection .....	39,687.99
Returned Checks .....	35,856.72
<b>TOTAL CASH PER COUNT</b> .....	<b>\$ <u>129,596.03</u></b>

Cash Difference Funds \$ 62.68

Active Bank Accounts:

Union Bank .....	76,540,274.71
Rabobank .....	73,329,067.47
<b>Active Bank Accounts</b> .....	<b><u>149,869,342.18</u></b>

Investment Accounts:

Public Investment Money Market Account .....	197,000,000.00
Repurchase Agreements .....	-
Local Agency Investment Fund (LAIF) .....	50,000,000.00
Bankers Acceptances & Commercial Paper .....	15,997,053.33
Certificate of Deposit Account Registry Service (CDARS).....	50,000,000.00
Teeter Note.....	2,502,414.79
United States Government and Government Agency Securities .....	38,988,087.97
Treasuries.....	163,975,551.23
Federally Insured Cash Accounts.....	24,000,000.00
<b>Investments</b> .....	<b><u>542,463,107.32</u></b>
<b>TREASURER'S BALANCE</b> .....	<b>\$ <u>692,462,045.53</u></b>

Balance at the Beginning of the Month .....	565,566,673.52
Add: Receipts for the Month .....	163,510,710.75
Less: Disbursements for the Month .....	(36,615,338.74)
<b>TREASURER'S BALANCE</b> .....	<b>\$ <u>692,462,045.53</u></b>

Witnesses:

[Signature]  
[Signature]

[Signature]  
County Auditor-Controller

Subscribed in triplicate and sworn before me this 14th day of March, 2012.



By JULIE L. RODEWALD  
County Clerk

[Signature]  
Deputy County Clerk