



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

<b>(1) DEPARTMENT</b> Auditor- Controller- Treasurer- Tax Collector	<b>(2) MEETING DATE</b> 8/18/2020	<b>(3) CONTACT/PHONE</b> Mark Maier (805) 781-4267 Kari Lekvold (805) 781-4846	
<b>(4) SUBJECT</b> Submittal of CliftonLarsonAllen LLP Independent Accountants' Report on the County Treasury's cash balance and accountability for the fourth quarter of FY 2019-20 conducted on June 30, 2020. All Districts.			
<b>(5) RECOMMENDED ACTION</b> It is recommended the Board receive, review, and file the Independent Accountants' Report.			
<b>(6) FUNDING SOURCE(S)</b> N/A	<b>(7) CURRENT YEAR FINANCIAL IMPACT</b> \$0.00	<b>(8) ANNUAL FINANCIAL IMPACT</b> \$0.00	<b>(9) BUDGETED?</b> Yes
<b>(10) AGENDA PLACEMENT</b> <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
<b>(11) EXECUTED DOCUMENTS</b> <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A			
<b>(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)</b> N/A		<b>(13) BUDGET ADJUSTMENT REQUIRED?</b> BAR ID Number: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
<b>(14) LOCATION MAP</b> N/A	<b>(15) BUSINESS IMPACT STATEMENT?</b> No	<b>(16) AGENDA ITEM HISTORY</b> <input type="checkbox"/> N/A    Date <u>5/5/2020</u>	
<b>(17) ADMINISTRATIVE OFFICE REVIEW</b> Emily Jackson			
<b>(18) SUPERVISOR DISTRICT(S)</b> All Districts			



## COUNTY OF SAN LUIS OBISPO

TO: Board of Supervisors

FROM: James W. Hamilton, CPA, Auditor- Controller- Treasurer- Tax Collector

DATE: August 18, 2020

SUBJECT: Submittal of CliftonLarsonAllen LLP Independent Accountants' Report on the County Treasury's cash balance and accountability for the fourth quarter of FY 2019-20 conducted on June 30, 2020. All Districts.

### **RECOMMENDATION**

It is recommended the Board receive, review, and file the Independent Accountants' Report.

### **DISCUSSION**

California Government Code Sections 26920 and 26922, require quarterly reviews and reporting of the County Treasurer's statement of assets. The review may occur any time during the quarter. To comply with government code, an unannounced review was conducted at the County Treasurer's Office on June 30, 2020, and the reconciliation of records was verified. Due to the current COVID-19 public health guidance, the independent public accounting firm, CliftonLarsonAllen LLP was unable to count the physical cash on hand at the County Treasury. Therefore, the count of cash on hand was performed by the County Internal Audit Division. All other procedures were performed by CliftonLarsonAllen LLP.

In the attached Independent Accountants' Report, CliftonLarsonAllen LLP states cash funds of \$52,318,659.88 were accounted for and balanced to the Treasurer's Daily Cash Report. Investments in the County Treasury totaled \$1,071,527,798.43 and were reconciled from investment reports to the Treasurer's Daily Report. The investments were also reviewed and found to be in compliance with the current County Treasury's Investment Policy. Total funds in the County Treasury on June 30, 2020, were \$1,123,846,458.31.

### **OTHER AGENCY INVOLVEMENT/IMPACT**

The cash procedures were conducted at the County Treasury.

### **FINANCIAL CONSIDERATIONS**

The procedures verified that the funds reported by the County Treasury equaled cash on hand and the funds held by the financial institutions.

## **RESULTS**

Quarterly cash and investment reviews of the Treasury fulfill Government Code requirements and inform the Board of Supervisors and the public on the status of the County Treasury.

## **ATTACHMENTS**

1           Independent Accountants' Treasury Report Q4 FY 2019-20

**COUNTY OF SAN LUIS OBISPO**  
**QUARTERLY CASH COUNT**  
**FOURTH QUARTER**  
**FISCAL YEAR 2019-20**



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**COUNTY OF SAN LUIS OBISPO  
QUARTERLY CASH COUNT  
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## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Supervisors  
County of San Luis Obispo  
San Luis Obispo, California

We have performed the procedures enumerated below, which were agreed to by the County of San Luis Obispo, on the proper balance and accountability of cash as directed by California Government Code Sections 26920 and 26922 for the quarter ended June 30, 2020. The County of San Luis Obispo's management is responsible for the safe keeping of cash and preparation of cash reconciliations. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

As directed by California Government Code Sections 26920 and 26922, an unannounced cash count was conducted at the County Treasurer's Office on June 30, 2020, and cash funds of \$52,318,659.88 were accounted for and balanced to the Treasurer's Daily Report. Total funds in the County Treasury on June 30, 2020, were \$1,123,846,458.31.

The procedures and the associated findings are as follows:

1. We obtained the Treasurer's Daily Report for the randomly selected date of June 30, 2020, to perform the unannounced cash count.

**Results:** Procedure performed with no exceptions.

2. We were engaged to count the cash on hand at the Treasurer's office at a randomly selected date for the June 30 quarter and compared the count to the Treasurer's Daily Report (TDR) maintained by the Treasurer or obtain a physical cash count report from the County of San Luis Obispo Internal Audit department.

**Results:** We were unable to perform this procedure due to current COVID-19 public health guidance. We obtained the physical cash count report from the County of San Luis Obispo Internal Audit department and have included it as attachment A.

3. We re-computed the reconciliation for the Union Bank Main account and compared all stated bank cash balances to the bank statements.

**Results:** Procedure performed with no exceptions.

4. We re-computed the reconciliation and compared the stated investment balances to the investment reports.

**Results:** Procedure performed with no exceptions.

5. We traced reconciling items greater than \$500,000 reflected on the Treasurer's Cash Reconciliation to the subsequent bank statement.

**Results:** Procedure performed with no exceptions. All reconciling items appeared on the subsequent bank statement.

6. We obtained the County Treasury's Investment Policy and listing of the Treasurer's investments at the randomly selected date. We compared the listing of the Treasurer's investments to the authorized investments summarized in the County's Investment Policy and California Government Code Section 53601.

**Results:** Procedure performed with no exceptions.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the proper balance and accountability of cash in the County Treasury at quarter end. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The report is intended solely for the information and use of the County of San Luis Obispo, management and the Board of Supervisors and is not intended to be and should not be used by anyone other than these specified parties.



**CliftonLarsonAllen LLP**

Roseville, California  
July 20, 2020



# COUNTY OF SAN LUIS OBISPO

## TREASURER'S DAILY REPORT

### FOURTH QUARTER FISCAL YEAR 2019-20

JAMES W. HAMILTON, CPA, COUNTY TREASURER  
 SAN LUIS OBISPO COUNTY  
 TREASURER'S DAILY REPORT

DATE: 30-Jun-20  
 12:07:49 PM

<b>DISBURSEMENT SUMMARY:</b>  Union Bank Control Disb. 1,595,751.54 EBT 5,218.38 FSA 658.45 SLOCOE Def Comp Paso Robles 70,061.00 SLOCOE Def Comp 360,830.21 SLOCOE CalPERS 180,482.04 Cuesta AUL Special Pay Trust 17,729.88 Cuesta HSA 509.99 Cuesta FSA 6,305.11 Cuesta Envoy 34,619.57 Vendor Pay 2,022,685.67  <b>TOTAL DISBURSEMENTS:</b> 4,315,311.83 *Rev WT #2626211 (4.89)		<b>INVESTMENT PURCHASE SUMMARY:</b>  CalTrust (daily balance) 59,964,049.72 LAIF (daily balance) 75,000,000.00 PIMMA (daily balance) 280,000,000.00 PLCMT DEP (daily balance) 55,000,000.00  <b>AGENCIES</b> <b>SUPRANATIONALS</b> <b>TREASURIES</b>  <b>TOTAL INV. PURCHASES:</b> 509,964,049.72	
Approved: <u>Melissa Barker</u> Date: <u>6/30/20</u>		<b>COMBINED POOL INVESTMENTS:</b>  CalTrust 59,964,049.72  Agencies 265,951,070.38  LAIF 75,000,000.00  PIMMA 280,000,000.00  PLCMT DEP 55,000,000.00  Supranationals 49,310,492.44  Treasuries 246,302,185.89  <b>INACTIVE TOTAL</b> 1,071,527,799.43	
<b>BALANCE FORWARD</b> 1,107,239,321.02  Receipts for Day 20,926,344.10  Returned Cks JE# 1-2121843 (3,899.97)  Disbursements for Day (4,315,311.83) " 4.89  <b>BALANCE</b> 1,123,846,458.31		<b>BANK ACCOUNTS:</b> Pacific Western Bank 24,823,956.58 Union Bank- Main 24,469,653.00 Union Bank- EBT 1,270,243.76 Union Bank- Deferred Comp 0.00 Union Bank- DSS Direct Dep. 658,105.23 Union Bank- US Govt. Loans 47,444.90 Union Bank- Elect. C-Card Pmt 557,403.82 Union Bank- FSA 177,943.08  <b>OFFICE FUNDS:</b> Vault Currency 58,800.00 Vault Coins Dollars Halves Quarters 140.00 Dimes 110.00 Nickels 25.00 Pennies 8.00  Vault Cash Drawer Currency: (100/50's) 0.00 " (20's) 1,420.00 " (10's) 190.00 " (5's) 240.00 " (2's) 0.00 " (1's) 44.00 Coin: Dollars 11.00 " Halves 5.00 " Quarters 12.00 " Dimes 4.20 " Nickels 0.50 " Pennies 0.59  <b>TOTAL OFFICE FUNDS</b> 61,009.29	
<b>CURRENT MONTH RECEIPTS</b>  <b>BALANCE FORWARD</b> 106,255,499.42  Receipts for Day 20,926,344.10  Returned Cks JE# 1-2121843 (3,899.97)  <b>MONTH TO DATE</b> 127,217,943.55		Online Payments for Collection 228,402.42 Returned Items 4,436.80  <b>BALANCE ON HAND</b> 52,318,659.88	
<b>CURRENT MONTH DISBURSEMENTS</b>  <b>BALANCE FORWARD</b> (113,183,088.18)  Disbursements for Day (4,315,311.83) " 4.89  <b>MONTH TO DATE</b> (117,498,396.02)		<b>BALANCE</b> 1,123,846,458.31	
<b>BALANCE 1ST OF MONTH</b> 1,114,126,910.78  Receipts for Month 127,217,943.55  Disbursements for Month (117,498,396.02)		<b>BALANCE</b> 1,123,846,458.31	

DATE: 30-Jun-20



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<b>Cash Count of Change Fund</b>
Employee Who Counted the Cash: Megan Schotborgh
Date of Count: 6/30/2020
Change Fund Custodian: Megan Schotborgh
Location of Change Fund: 1055 Monterey St, D-290, San Luis Obispo, CA 93408

Date of Count: 6/30/2020

Location of Change Fund: 1055 Monterey St, D-290, San Luis Obispo, CA 93408

**CASH ON HAND (DRAWER 1):**

Bills			
1	x	100.00	= \$100.00
0	x	50.00	= 0.00
69	x	20.00	= 1,380.00
15	x	10.00	= 150.00
45	x	5.00	= 225.00
0	x	2.00	= 0.00
39	x	1.00	= 39.00
Total Bills			\$1,894.00

Rolled Coin			
0	x	25.00	= \$0.00
0	x	10.00	= 0.00
14	x	10.00	= 140.00
22	x	5.00	= 110.00
13	x	2.00	= 26.00
12	x	0.50	= 6.00
Total Rolled Coin			\$282.00

Total Currency	a + b + c + d	\$61,009.29
Total Checks	e	0.00
Total Credit Cards	f	0.00
Total Cash on Hand		\$61,009.29

Receipts Used:		
Beginning Number		
Ending Number		
Receipts Amount		
Add: Authorized Fund Base		
Total Cash Accountability		61,009.29
Overage (Shortage)		\$0.00

**Total Cash on Hand - Total Cash Accountability**