COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL

<table>
<thead>
<tr>
<th>(1) DEPARTMENT</th>
<th>(2) MEETING DATE</th>
<th>(3) CONTACT/PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor - Controller</td>
<td>8/21/2012</td>
<td>MIKE CANNON, CFE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>781-5040</td>
</tr>
</tbody>
</table>

(4) SUBJECT
Submittal of a cash procedures review of the County Treasurer's Office conducted on March 13, 2012.

(5) RECOMMENDED ACTION
It is recommended that the Board receive the item and file.

<table>
<thead>
<tr>
<th>(6) FUNDING SOURCE(S)</th>
<th>(7) CURRENT YEAR FINANCIAL IMPACT</th>
<th>(8) ANNUAL FINANCIAL IMPACT</th>
<th>(9) BUDGETED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Yes</td>
</tr>
</tbody>
</table>

(10) AGENDA PLACEMENT
{ X} Consent { } Presentation { } Hearing (Time Est. ________) { } Board Business (Time Est. ________)

(11) EXECUTED DOCUMENTS
{ } Resolutions { } Contracts { } Ordinances { X} N/A

(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)
N/A

(13) BUDGET ADJUSTMENT REQUIRED?
BAR ID Number: N/A
{ } 4/5th's Vote Required { X} N/A

(14) LOCATION MAP
N/A

(15) BUSINESS IMPACT STATEMENT?
No

(16) AGENDA ITEM HISTORY
{ } N/A Date March 27, 2012

(17) ADMINISTRATIVE OFFICE REVIEW

Nikki J. Schmidt

(18) SUPERVISOR DISTRICT(S)
All Districts -

Page 1 of 2
TO: Board of Supervisors

FROM: Gere W. Sibbach, Auditor - Controller

DATE: 8/21/2012

SUBJECT: Submittal of a cash procedures review of the County Treasurer’s Office conducted on March 13, 2012.

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 March 13, 2012, totaled $595,188,728.93 of which invested funds totaled $546,821,426.90. 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
TO: FRANK FREITAS, TREASURER-TAX COLLECTOR

FROM: GERE W. SIBBACH, AUDITOR-CONTROLLER

VIА: JAMES P. ERB, ASSISTANT AUDITOR-CONTROLLER

DATE: JULY 25, 2012

SUBJECT: CASH PROCEDURES REVIEW OF THE TREASURER’S OFFICE CONDUCTED ON MARCH 13, 2012

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 March 13, 2012 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 13th day of March, 2012, to wit:

**Office Funds:**  
Cash per Treasurer's Daily Cash Report: $39,077.90  
Add: Collection Item: $241,914.10  
Less: Bank Deposits: $0.00  
TOTAL CASH ACCOUNTABILITY: $280,992.00

Currency: 38,689.00  
Coin: 388.90  
Credit Card for Collection: 13,994.67  
Online Payments for Collection: 227,583.43  
Returned Checks: 336.00  
TOTAL CASH PER COUNT: $280,992.00

Cash Difference Funds: $62.68

**Active Bank Accounts:**  
Union Bank: 24,840,056.36  
Rabobank: 23,446,253.67  
Active Bank Accounts: 48,286,310.03

**Investment Accounts:**  
Public Investment Money Market Account: 219,000,000.00  
Repurchase Agreements: -  
Local Agency Investment Fund (LAIF): 50,000,000.00  
Bankers Acceptances & Commercial Paper: 15,996,400.00  
Certificate of Deposit Account Registry Service (CDARS): 50,000,000.00  
Teaer Notes: 2,504,686.84  
United States Government and Government Agency Securities: 22,970,313.01  
Treasuries: 156,150,055.05  
Federally Insured Cash Accounts: 30,000,000.00  
Investments: 546,621,426.90  
**TREASURER'S BALANCE:** $595,188,728.93

Balance at the Beginning of the Month: 600,026,633.76  
Add: Receipts for the Month: 28,516,962.77  
Less: Disbursements for the Month: (33,354,867.60)  
**TREASURER'S BALANCE:** $595,188,728.93

Witnesses:  

\[Signature\]

County Auditor-Controller:  

\[Signature\]

Subscribed in triplicate and sworn to before me this 26TH day of July, 2012.  

**By:**  

\[Signature\]

County Clerk:  

\[Signature\]

Deputy County Clerk: