

COUNTY OF SAN MATEO

INTERDEPARTMENTAL CORRESPONDENCE

DATE: October 29, 2008

TO: HONORABLE BOARD OF SUPERVISORS

FROM: TOM HUENING, CONTROLLER

SUBJECT: YEAR-END REPORT TO THE BOARD ON REVOLVING FUNDS, CASH
DIFFERENCE FUNDS AND OVERAGE FUND AS OF JUNE 30, 2008

In accordance with Government Code Section 29321.1 and Resolution No. 37990 authorizing the County Controller to establish, increase, reduce or discontinue Revolving Funds; and

In accordance with Government Code Section 29370.1 authorizing the County Controller to establish, increase, reduce or discontinue Cash Difference Fund and Government Code Section 29380.1 and Resolution No. 38484 to replenish the Cash Difference Fund and transfer money in the Overage Fund to the General Fund;

We submit a written report (attached) to conform to Government Code Sections 29321.1 and 29380.1 showing the details on the following balances as of June 30, 2008.

Cash Difference-Fund #00005	\$
	1,545.00
Imprest Revolving-Fund #00007	\$ 39,301.00
Various Revolving (Non General) Funds	\$ 18,670.00
Overage - Fund #03160	*\$
	11,279.63

* Transferred to General Fund revenue per Government Code Section 29380.

CASH DIFFERENCE FUND (00005)

June 30, 2008

<u>Department/Unit</u>	<u>Reso. #</u>	<u>Date</u>	<u>Amount</u>	<u>Total Authorized</u>	<u>Cash in Treasury</u>	<u>Cash Out in Dept.</u>
Assessor	CD0093	05-17-93	\$ 25.00	\$ 25.00	\$ -	\$ 25.00
County Recorder	34813	04-08-75	50.00	50.00	-	50.00
Health Department - Animal Licensing	CD0124	01-20-98	20.00	20.00	-	20.00
Parks Department	14782	02-09-60	50.00			
	CN0069	08-23-88	50.00			
				100.00	-	100.00
Planning & Building	CD0086	07-15-92	100.00	100.00	-	100.00
Probation	CD0005	06-12-79	100.00	100.00	-	100.00
Sheriff	37267	05-03-77	500.00	500.00		
	CD0097	02-10-93	100.00		-	100.00
	CD0116	02-09-96	400.00		-	400.00
Treasurer-Tax Collector -Tax Collector	5361	02-00-51	150.00			
	31093	12-12-72	150.00			
				300.00	-	300.00
- Treasurer	13983	05-05-59	150.00			
	33121	09-03-74	150.00			
				300.00	-	300.00
- Revenue Services	CD0008	01-21-80	50.00	50.00	-	50.00
Total - Fund 00005				\$ 1,545.00	\$ -	\$ 1,545.00

Note: Any shortages in collections are made out of these funds and these funds in turn are replenished as needed after departmental review and authorization.

REVOLVING FUND (00007)

June 30, 2008

<u>Department/Unit</u>	<u>Reso. #</u>	<u>Date</u>	<u>Amount</u>	<u>Total Authorized</u>	<u>Cash in Treasury</u>	<u>Cash Out in Dept.</u>
Assessor - County Clerk - Recorder	16550	08-22-61	\$ 200.00			
	30315	05-16-72	50.00			
	37902	11-01-77	10.00			
	CN0012	11-19-80	15.00			
	CN0055	08-21-87	80.00			
	CR0010	01-07-92	75.00			
	CR0081	04-03-03	120.00			
	CR0087	03-21-05	25.00			
				\$ 575.00	\$ -	\$ 575.00
Health Department						
- Agriculture/Weights & Measures	CN0002	02-24-78	15.00			
	CR0054	11-10-97	5.00			
				20.00	-	20.00
- Animal Licensing	CN0011	06-16-80	120.00			
	CN0023	06-18-82	100.00			
	CR0057	01-20-98	(65.00)			
				155.00	5.00	150.00
- Behavioral Health and Recovery Services (formerly Mental Health Division)	17201	04-03-62	25.00	25.00	-	25.00
- Public Health Div. - Clinics	CN0048	10-09-86	215.00			
Distributed to Adminitration				100.00	-	100.00
Distributed to Vital Statistics				90.00	-	90.00
Human Services Agency						
- Vocational Rehabilitation Svs.	CN0032	03-21-84	60.00			
	CR0091	03-03-06	2,000.00			
				2,060.00	-	2,060.00

REVOLVING FUND (00007)

June 30, 2008

<u>Department/Unit</u>	<u>Reso. #</u>	<u>Date</u>	<u>Amount</u>	<u>Total Authorized</u>	<u>Cash in Treasury</u>	<u>Cash Out in Dept.</u>
Parks Department	11010	09-28-56	60.00			
	16016	03-18-61	65.00			
	17639	08-07-62	20.00			
	17997	11-27-62	20.00			
	18872	08-06-63	20.00			
	22646	06-08-66	20.00			
	22922	08-12-66	10.00			
	25692	10-15-68	10.00			
	36953	02-15-77	75.00			
	CN0010	04-25-80	50.00			
	CN0051	04-06-87	30.00			
	CN0054	07-16-87	30.00			
	CR0002	03-01-91	100.00			
	CR0004	04-18-91	50.00			
	CR0005	04-25-91	20.00			
	CR0006	06-03-91	35.00			
	CR0013	04-06-92	20.00			
	CR0015	05-15-92	100.00			
	CR0017	07-20-92	20.00			
	CR0050	07-31-97	200.00			
	CR0107	04-08-2008	100.00			
				1,055.00	-	1,055.00
Planning and Building						
- Building Inspection	CN0029	07-13-83	50.00			
	CN0033	07-09-84	100.00			
				150.00	-	150.00
Probation Department	6892	12-02-52	100.00			
	16219	05-23-61	500.00			
	CR0077	10-05-01	500.00			
				1,100.00	-	1,100.00

REVOLVING FUND (00007)

June 30, 2008

<u>Department/Unit</u>	<u>Reso. #</u>	<u>Date</u>	<u>Amount</u>	<u>Total Authorized</u>	<u>Cash in Treasury</u>	<u>Cash Out in Dept.</u>
Public Works	16550	08-22-61	10.00			
	33101	09-03-74	40.00			
	CN0026	02-15-83	50.00			
	CR0080	06-10-02	<u>700.00</u>			
				800.00	-	800.00
Public Works - San Carlos Airport	25432	08-06-68	20.00			
	CN0047	09-15-86	<u>30.00</u>			
				50.00	-	50.00
Sheriff	746	11-18-41	250.00	250.00	-	250.00
Surplus Property	CN0065	07-17-89	50.00	50.00	-	50.00
Treasurer-Tax Collector						
- Tax Collector - Treasurer	5819	07-17-51	2,500.00			
	Motion	04-04-61	(1,300.00)			
	27154	12-09-69	500.00			
	CN0064	11-04-88	<u>(1,099.00)</u>			
				601.00	1.00	600.00
- Revenue Services	CN0021	04-26-82	150.00			
	CN0045	05-28-86	100.00			
	CN0062	08-15-88	100.00			
	CN0072	11-16-90	<u>(50.00)</u>			
				<u>300.00</u>	<u>0.00</u>	<u>300.00</u>
Subtotal - Change Funds				<u>7,381.00</u>	<u>6.00</u>	<u>7,375.00</u>

REVOLVING FUND (00007)

June 30, 2008

<u>Department/Unit</u>	<u>Reso. #</u>	<u>Date</u>	<u>Amount</u>	<u>Total Authorized</u>	<u>Cash in Treasury</u>	<u>Cash Out in Dept.</u>
Controller's Office	16549	08-22-61	1,000.00			
	37838	10-11-77	<u>1,000.00</u>	2,000.00	-	2,000.00
County Counsel	CN0060	06-15-88	200.00			
	CR0088	04-06-05	<u>150.00</u>	350.00	-	350.00
County Manager	CR0059	03-12-98	75.00			
	CR0066	12-16-99	<u>75.00</u>	150.00	-	150.00
District Attorney						
- District Attorney's Office	7945	01-05-54	300.00	300.00	100.00	200.00
Department of Child Support Services						
- Child Support Division	7945	01-05-54	200.00	200.00	-	200.00
Health Department						
- Agriculture/Weights & Measures	33245	10-15-74	250.00			
	CR0030	08-19-94	25.00			
	CR0053	09-15-97	150.00			
	CR0054	11-10-97	<u>25.00</u>	450.00	-	450.00
- Aging and Adult Services	CN0028	07-11-83	500.00			
	CN0040	12-12-85	500.00			
	CN0044	04-17-86	<u>500.00</u>	1,500.00	-	1,500.00
- Central	13959	05-05-59	900.00			
	17201	04-03-62	235.00			
	CN0016	07-07-81	<u>(700.00)</u>	435.00	-	435.00

REVOLVING FUND (00007)

June 30, 2008

<u>Department/Unit</u>	<u>Reso. #</u>	<u>Date</u>	<u>Amount</u>	<u>Total Authorized</u>	<u>Cash in Treasury</u>	<u>Cash Out in Dept.</u>
- Behavioral Health and Recovery Services (formerly Mental Health Division)	17201	04-03-62	40.00			
	22389	04-19-66	110.00			
	27655	05-12-70	500.00			
	30575	07-25-72	150.00			
	CN0001	02-02-78	350.00			
	CR0047	10-29-96	600.00			
	CR0068	02-09-00	500.00			
	CR0072	08-22-00	800.00			
	CR0082	08-27-03	1,000.00			
	CR0093	06-13-06	(800.00)			
	CR0094	06-14-06	500.00			
	CR0095	08-29-06	500.00			
	CR0096	03-05-07	300.00			
	CR0098	05-01-07	300.00			
	CR0103	01-09-2008	500.00			
	CR0105	02-14-2008	(750.00)			
	CR0106	02-14-2008	300.00			
	CR0108	05-13-2008	500.00			
				5,400.00	-	5,400.00
- Environmental Health Services	CR0102	11-28-2007	500.00	500.00	-	500.00
- Public Health Division	20106	07-07-64	150.00			
	21469	07-06-65	150.00			
	22389	04-19-66	390.00			
	CN0048	10-09-86	110.00			
				800.00	-	800.00
- Public Health Division: AIDS Program	CR0041	02-09-96	1,000.00			
	CR0045	08-15-96	1,000.00			
	CR0062	02-19-99	1,000.00			
				3,000.00	-	3,000.00
- Public Health Division: Focus Groups	CR0048	11-07-96	800.00	800.00	-	800.00
- Public Health Division: Disease Control	CR0065	09-27-99	500.00	500.00	-	500.00

REVOLVING FUND (00007)
June 30, 2008

<u>Department/Unit</u>	<u>Reso. #</u>	<u>Date</u>	<u>Amount</u>	<u>Total Authorized</u>	<u>Cash in Treasury</u>	<u>Cash Out in Dept.</u>
Human Services Agency						
- Central	CR0040	01-12-96	1,100.00			
	CR0076	09-06-01	<u>1,400.00</u>	2,500.00	-	2,500.00
- CalWorks (formerly GAIN-South County)	CR0033	09-22-94	100.00	100.00	-	100.00
- Out of Home Placement or Receiving	CN0070	09-12-90	500.00			
	CR0060	04-28-98	<u>500.00</u>	1,000.00	-	1,000.00
- Vocational Rehabilitation Services	CN0032	03-21-84	190.00			
	CN0037	02-21-85	200.00			
	CN0043	04-16-86	<u>300.00</u>	690.00	-	690.00
Probation Department						
- General	CR0042	05-20-96	401.00	401.00	-	401.00
Sheriff	746	11-18-41	250.00			
	CN0035	08-21-84	2,500.00			
	CR0069	07-12-00	4,000.00			
	CR0074	11-11-00	1,000.00			
	CR0075	05-14-01	1,000.00			
	CR0089	10-18-05	500.00			
	CR0099	05-04-07	(300.00)			
	CR0104	02-14-2008	<u>2,000.00</u>	10,950.00	-	10,950.00
<i>Subtotal - Petty Cash Funds</i>				<u>32,026.00</u>	<u>100.00</u>	<u>31,926.00</u>
Grand Total - Fund 00007				<u>\$ 39,407.00</u>	<u>\$ 106.00</u>	<u>\$ 39,301.00</u>

OTHER REVOLVING AND CASH DIFFERENCE FUNDS
June 30, 2008

<u>Fund</u>	<u>Department/Unit</u>	<u>Reso. #</u>	<u>Date</u>	<u>Amount</u>	<u>Total Authorized</u>	<u>Cash in Treasury</u>	<u>Cash Out in Dept.</u>
00502	San Mateo Medical Center	CN0007	04-25-79	\$ 1,750.00			
	SMMC WELL Program	CR0044	07-18-96	100.00			
	Willow Clinic Change	CR0049	04-02-97	100.00			
	Willow Clinic Petty Cash	CR0055	11-21-97	50.00			
	SMMC Petty Cash	CR0070	07-12-00	220.00			
	Crystal Springs	CR0020	02-22-93	500.00			
	Food Services	37483	07-12-77	100.00			
	Food Services	CN0057	01-13-88	100.00			
	Food Services	CR0063	06-29-99	250.00			
	Food Services	CR0078	02-15-02	200.00			
	Long-Term Care		Rollover	370.00			
	Long-Term Care	CR0071	07-12-00	280.00			
	Food Services	CR0084	11-07-03	850.00			
	Food Services	CR0085	05-19-04	800.00			
	SMMC WELL Program	CR0092	06-08-06	100.00			
	Trials & Research	CR0079	03-28-02	1,000.00			
	North County Health Ctr	CR0037	09-29-95	75.00			
	North County Health Ctr	CR0039	12-02-95	25.00			
	Burlingame Long-Term Care		Rollover	1,000.00			
					\$ 7,870.00	\$ -	\$ 7,870.00
04281	Guardian						
	Trust Fund	CN0059	04-07-88	5,000.00			
	From Burlingame Long-Term Care		Rollover	500.00			
					5,500.00	-	5,500.00
04283	Public Guardian						
	Trust Fund	56074	05-05-92	50,000.00	50,000.00	-	5,000.00
	SamCERA	CR0083	09-12-03	150.00			
	Fiduciary Fund	CR0086	06-21-04	150.00			
					300.00	-	300.00
	Total Other Cash Funds				\$ 63,670.00	\$ -	\$ 18,670.00

OVERAGE FUND (03160)
June 30, 2008

<u>Department/Unit</u>	<u>Amount</u>
Assessor-Clerk-Recorder	\$ 9,277.03
Revenue Services	1.00
Southern Municipal Court	20.00
San Mateo Medical Center	1,853.62
Other	127.98
	<u>\$ 11,279.63</u>

The total amount was transferred to General Fund revenue per
Government Code Section 29380.