



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/15/2015

Agenda Placement: 6Q

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Minh Tran - County Counsel
County Counsel
REPORT BY: Sora O'Doherty, Paralegal - 251-1090
SUBJECT: Closing Out of Imprest Cash Fund

RECOMMENDATION

County Counsel requests authorization to close out an imprest cash fund in the amount of \$300.00.

EXECUTIVE SUMMARY

This approval will close out the imprest cash fund that was used by County Counsel, and which is no longer required.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Board of Supervisors established County Counsel's imprest cash at \$300. County Counsel no longer has a need for a cash account and therefore is requesting to close out the fund, returning all unused cash to the

Treasury. The Auditor-Controller conducted a final audit. Receipts for \$261.33 have been recorded as expenditures in the appropriate accounts within the County Counsel's budget unit. The balance of \$38.67 was deposited in the treasury by the Auditor-Controller's Office.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi