

Staff Report

Regular Meeting

TO: Committee Members

FROM: Chief Financial Officer

SUBJECT: Review Authorization to Transfer Unclaimed Funds into the District's General Fund

RECOMMENDATION

This agenda item is for informational purposes only, no action required.

BACKGROUND / ANALYSIS

The District's checking account accumulates a long list of old, outstanding checks as a result of customer refunds relating to the closing of water accounts and paid vendors who failed to cash their check. All of the old checks make the reconciliation of the checking account unnecessarily cumbersome.

Government Code sections 50050-50052 and Code of Civil Procedures section 1502(a)(2) describe the procedure to apply to unclaimed funds that are at least three years old. The procedure involves publishing a notice about the unclaimed funds once a week for two consecutive weeks in a paper of general circulation. Any claims that are submitted as a result of the notice will be investigated and approved or rejected by the CFO. Any funds remaining unclaimed 45 days after the first publication may be transferred to the District's General Fund.

Government Code section 50055 states that unclaimed funds of \$15.00 or less that have been held by the District for more than one year do not need to be publicly noticed but may be transferred into the District's General Fund by simple action of the Board.

Staff recommends that the Board authorize the CFO to write off all stale-dated checks that are more than one year old and are less than \$15.00 (attached Schedule A totaling \$63.92).

Staff is also requesting authorization to publish a notice regarding all stale-dated checks that are more than \$15.00 and are more than three years old (attached Schedule B totaling \$1,354.57) in the San Bernardino Sun newspaper for the purpose of satisfying the requirements of the Government Code.

AGENCY GOALS AND OBJECTIVES

- II - Maintain a Commitment To Sustainability, Transparency, and Accountability
 - A. Practice Transparent and Accountable Fiscal Management

REVIEW BY OTHERS

This agenda item has been reviewed by the Finance Department.

FISCAL IMPACT

The fiscal impact associated with this agenda item is \$1,418.49 and could be converted from a liability to Unrestricted Net Assets by following Government Code procedures to write off the checks listed on Attachments A and B.

ATTACHMENTS

1. Schedule A
2. Schedule B