COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER

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ASST. AUDITOR-CONTROLLERS

ROBERT A. DAVIS
JOHN NAIMO
JAMES L. SCHNEIDERMAN
JUDI E. THOMAS

October 4, 2011

TO: Supervisor Michael D. Antonovich, Mayor
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

FROM: Wendy L. Watanabe
Auditor-Controller

SUBJECT: **REPORT OF TREASURER AND TAX COLLECTOR'S CASH DIFFERENCE FUND REPLENISHMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2011**

On October 21, 2008, your Board adopted a resolution pursuant to Section 29380.1 of the Government Code, which authorized the Auditor-Controller to replenish the Treasurer and Tax Collector's (TTC) Cash Difference Fund (Fund). The Government Code also requires the Auditor-Controller to provide your Board with an annual written report and accounting of the Fund. Attached is an accounting of the Fund for the fiscal year ended June 30, 2011.

Background

On July 5, 1966, your Board, in accordance with the provisions of Section 29370 et seq. of the Government Code, established a Fund for TTC to replenish cash shortages in the tax collection process in Petty Shy amounts. Effective July 1, 2008, in accordance with Section 2611.5 of the Revenue and Taxation Code, TTC increased the Petty Shy limit to ten dollars ($10) for all secured and unsecured tax payments from a one dollar ($1) and two dollar ($2) limit, respectively. TTC currently uses the fund to replenish small ($10 or less) cash shortages stemming from tax payments processed through the mail and unaccounted small cash shortages from the TTC's cashiering window operations.

Summary of Activity

The Fund's assigned dollar amount remained at $50,000, as authorized by your Board on October 21, 2008. During Fiscal Year 2010-2011, TTC requested two replenishments totaling $83,338.42 for cash shortages incurred. The shortages were associated with the following activities:

- **Petty Shy Tax Payments** – Minor amounts of money short of the amount due in processing mail payments. Petty Shys during the period totaled $82,879.77.

- **Cashier Window Shortages** – Cash shortages, including the receipt of counterfeit currency from TTC Cashiering windows. The cashier discrepancies for the period totaled $458.65.

Our Accounting Division replenished $83,338.42 to the Fund as requested by TTC. The cash balance of the Fund as of June 30, 2011 was $50,000.00.

If you have any questions, please contact me, or your staff may contact Connie Yee at (213) 974-8321.

WLW:JN:CY:WM:am
H:\Acctg Control\Unit A\Monitoring\TTC Cash Diff Fund\TTC Cash Diff Fund Board Letter-2011.doc

Attachment

c: William T Fujioka, Chief Executive Officer
Mark J. Saladino, Treasurer & Tax Collector
Robert Campbell, Auditor-Controller, Audit Division
Public Information Office
Audit Committee

Auditor-Controller
Report of Treasurer and Tax Collector Cash Difference Fund
July 1, 2010 Through June 30, 2011

Beginning Balance, July 1st			$ 50,000.00
Less Disbursements per Cash Difference Report:			
Petty Shys:	7/1/10-12/31/10	43,811.15	
	1/1/11-6/30/11	39,068.62	
			82,879.77
Shortages:	7/1/10-12/31/10	225.45	
	1/1/11-6/30/11	13.20	
			238.65
Counterfeit:	7/1/10-12/31/10	200.00	
	1/1/11-6/30/11	20.00	
			220.00
Total Disbursements			83,338.42
Plus Receipts:			
Authorized Replenishments:			
Replenishment for 7/1/10 - 12/31/10		44,236.60	
Replenishment for 1/1/11 - 6/30/11		39,101.82	
Total Receipts			83,338.42
Ending Balance, June 30th			$ 50,000.00