ORDINANCE NO. 816

AN ORDINANCE AMENDING SOLANO COUNTY CODE, CHAPTER 11, (FINANCE AND TAXATION) SECTION 11-4 BY ADDING SUB-SECTIONS "b" AND "c" TO PROVIDE FOR PUBLIC NOTICE OF RECEIPTS AND PROCEDURES FOR CASH COLLECTIONS AND DEPOSITS

The Board of Supervisors of the County of Solano, State of California, does ordain as follows:

SECTION I.

Section 11-4 of Article I, Chapter 11, Finance and Taxation, is hereby amended to read as follows:

Section 11-4--Warrants Not Received--Public Notice of Receipts--Cash Collections and Deposits.

(a) Warrant not received within seven days of mailing considered lost: applicability of section.

A warrant shall be considered lost if it has been mailed and has not been received by the addressee within seven days after the date of mailing. This section is adopted pursuant to section 29853 of the Government Code of the state, and applies to all county warrants, whether for relief or otherwise.

(b) Public Notice of Receipts

Officers, employees and elected officials who are authorized to receive monies for Solano County in their capacity must post in a conspicuous place at any designated collection station or counter, the following public notice expressed in plain and legible print.

"Notice to Public: Employed personnel of Solano County are required by law to forthwith give official receipt for any money paid into the Solano County Treasury. Secure your receipt when payment is made."

(c) Cash Collections and Deposits.

After receipts have been issued, they must be recorded on a cash collection record, either in detail or batches that identifies a type of cash transaction, whether receipted or not. The cash collection record shall be maintained in the form prescribed by the County Auditor. Such collections should be totaled daily to identify such receipted transactions on a prescribed register, or separately identified on a deposit permit with attachments of copies of each issued receipt included.

All collected money coming into the possession of a county agent or collector must be deposited in the County Treasury intact, when not legislatively provided for to be deposited elsewhere, for the amount
of each separate cash transaction or by daily totals as soon as practicable. However, the usually expected practice will be to make such deposits daily, and overnight storage of such funds are not expected to exceed $500 unless approved in writing by the County Auditor.

Under usual circumstances subject to the approval of the County Auditor, collections of money may be converted to a County Treasurer's cashier check, payable in the name of the County Treasurer when settlement with the County Auditor cannot be made on or before the fifth day of each month.

In those instances in which a County agent or collector is legislatively required to make deposits directly in the County Treasury, collections of such monies shall be converted to the form of a cashier's check or postal money order payable to the County Treasurer, and forwarded to him immediately.

In lieu of depositing trust money directly into the County Treasury, the County Auditor may authorize a collector to deposit such monies in a local bank account only when refunds are legislatively provided to make refunds therefrom.

SECTION II.

This Ordinance shall be published once before the expiration of fifteen (15) days after its passage in the Valley News, a newspaper of general circulation, printed and published in the County of Solano, and shall be in full force and effect thirty (30) days after its passage.

ATTEST:

NEIL CRAWFFORD, County Clerk and ex officio Clerk of said Board of Supervisors of the County of Solano, State of California, hereby certify that the above and foregoing Ordinance

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was regularly introduced, passed and adopted at a regular meeting of said Board on the 2nd day of January, 1973, by the following vote:

AYES: SUPERVISORS Church, Godfrey, Mazzoni, Scofield and Brazelton

NOES: SUPERVISORS None

ABSENT: SUPERVISORS None

WITNESS my hand and official seal as such Clerk this 2nd day of January, 1973.

NEIL CRAWFORD, County Clerk

BY [Signature]
Deputy Clerk