

# Attachment



# Cash Shortages & Overages Report

July 1, 2023—June 30, 2024



*one*  
**COUNTY**  
*one*  
**FUTURE**

**County of Santa Barbara**  
**Internal Audit Division**  
**Office of the Auditor-Controller**

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*Photo: Vineyards by Jairo Aguilar*

# Cash Shortages & Overages Report

## For the period of 7/1/2023-6/30/2024

The *Cash Shortages & Overages Report* for the period of 7/1/2023-6/30/2024 is submitted pursuant to California Government Code Section 29380.1. Per the aforementioned Government Code, the Auditor-Controller will render a written report and give an account to the Board of Supervisors of the cash difference (shortage) fund and the overage fund at the end of each fiscal year.

### **Cash Shortages & Overages Background**

Cash shortages and overages are recorded by departments in the County’s Financial Information Network (FIN) general ledger system. Cash shortages and overages primarily result from routine cash handling errors. The Internal Audit Division of the Office of the Auditor-Controller has compiled the shortages and overages from FIN and included responses from department management for their causes.

### **Cash Shortages & Overages**

| <b><u>Department</u></b>        | <b><u>Cash Shortages</u></b> | <b><u>Cash Overages</u></b> |
|---------------------------------|------------------------------|-----------------------------|
| <b>Clerk-Recorder-Assessor</b>  | \$1.00                       | \$2,411.06                  |
| <b>Community Services</b>       | 1,090.05                     | 1,078.00                    |
| <b>Probation</b>                | 0.00                         | 57.00                       |
| <b>Public Health</b>            | 5.05                         | 30.05                       |
| <b>Public Works</b>             | 23.25                        | 18.65                       |
| <b>Treasurer-Tax Collector*</b> | 99.47                        | 0.00                        |
| <b>Sheriff</b>                  | 0.00                         | 7.00                        |
| <b>First 5</b>                  | 2.75                         | 0.00                        |
| <b>Total</b>                    | <b><u>\$1,221.57</u></b>     | <b><u>\$3,601.76</u></b>    |

\*Treasurer-Tax Collector cash overages do not include the Tax Collector’s Overage Fund.

The cause of each cash shortage and cash overage, with explanations provided in part by department management, is as follows:

- The Clerk-Recorder-Assessor Department recorded \$1.00 in cash shortages and \$2,411.06 in cash overages, which was primarily due to many customers submitting small overpayments by mail. For example, Recorder fees can be difficult to interpret so oftentimes, in order to account for things like extra page fees, customers may choose to overpay by a few dollars rather than risk that a request be rejected for insufficient payment. The department typically posts cash shortages and overages in aggregate on a monthly basis, for efficiency purposes, due primarily to the volume of small dollar overage transactions.
- The Parks Division of the Community Services Department recorded cash shortages of \$1,090.05 and cash overages of \$1,078.00 primarily due to errors in cash collection. Of the 115 recorded cash shortages and overages, eight of them were greater than \$50.00, with three cash overages totaling \$181.00 and five cash shortages totaling \$279.99.
- The Probation Department recorded cash overages of \$57.00 due to a pedestrian turning in lost cash. The cash was found on the sidewalk outside the Probation Department and was held in hopes someone may come forward to inquire about losing the cash.

- The Public Health Department recorded cash shortages of \$5.05 and cash overages of \$30.05 due to errors in transaction processing, cash collection, and bank deposits. The shortages occurred across three locations and the overages occurred across five locations.
- The Public Works Department recorded shortages of \$23.25 and overages of \$18.65 due to errors in transaction processing. The shortages occurred over seven separate transactions; whereby, a staff member gave change in excess of the amount due. The overages occurred over six separate transactions; whereby, in most cases a customer did not want their change or a check was written by a customer that exceeded the total amount due. None of the individual shortage or overages were significant.
- The Treasurer-Tax Collector recorded shortages of \$99.47 primarily due to receiving a counterfeit bill.
- The Sheriff’s Office recorded cash overages of \$7.00 due to errors in transaction processing and cash collection.
- First 5 recorded cash shortages of \$2.75 due to an error in transaction processing.

**Cash Shortages & Overages Variance from Previous FY**

| <u>Department</u>       | Cash Shortages               | Cash Overages                |
|-------------------------|------------------------------|------------------------------|
|                         | FY 2022-23 to 2023-24        | FY 2022-23 to 2023-24        |
|                         | <u>Increase or -Decrease</u> | <u>Increase or -Decrease</u> |
| Clerk-Recorder-Assessor | -\$19.00                     | -\$24.18                     |
| Community Services      | -492.31                      | -82.86                       |
| Probation               | 0.00                         | 52.00                        |
| Public Health           | -20.77                       | -31.50                       |
| Treasurer-Tax Collector | 99.47                        | 0.00                         |
| Public Works            | 3.25                         | -100.15                      |
| Sheriff                 | -221.28                      | 7.00                         |
| First 5                 | 2.75                         | 0.00                         |
| Total                   | <u><u>-\$647.89</u></u>      | <u><u>-\$179.69</u></u>      |