



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Auditor-Controller
Department No.: 061
For Agenda Of: January 7, 2014
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Robert W. Geis, CPA, Auditor-Controller, 568-2100
Director(s)
Contact Info: Heather Fletcher, CPA, Audit Manager, 568-2456

SUBJECT: Auditor's Report for the Recorder's Social Security Number Truncation Program

County Counsel Concurrence

As to form: N/A

Other Concurrence: N/A

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:
Receive and file the Auditor-Controller's first required review report on the Santa Barbara County Recorder's Social Security Number Truncation Program.

Summary Text:

The review report is being submitted pursuant to California Government Code Section 27361 which requires that a review of the County Recorder's social security number truncation program be completed by the County Auditor.

Background:

California Assembly Bill 1168, chartered October 13, 2007, required the implementation of a social security number truncation program ("Program") to protect citizens against the risk of identity theft.

In April 2008, the Santa Barbara County Board of Supervisors approved effective May 1, 2008 an additional recording fee of one dollar (\$1.00) for recording the first page of every instrument, paper or notice required or permitted by law to be recorded to be used solely for the implementation and ongoing operation of the Program. The fee collection will discontinue after December 31, 2017 unless reauthorized by the Board. The Board further directed the County Auditor-Controller to conduct two

reviews to verify the funds generated by the fee are used only for the purpose of the Program within the time frames provided under California Government Code Section 27361.

Our first required review report dated August 26, 2013 is for the period May 1, 2008 through June 30, 2012. We performed procedures to: (1) verify that the funds generated by the fee are used only for the purpose of the Program and for conducting these reviews, (2) to state the progress of the County Recorder in truncating recorded documents pursuant to subdivision (a) of California Government Code Section 27301, and (3) to estimate any ongoing costs to the county recorder in complying with subdivisions (a) and (b) of Section 27301. The procedures and associated findings are enumerated in the attached report.

Performance Measure: N/A

Fiscal and Facilities Impacts: None

Budgeted: N/A

Fiscal Analysis: N/A

Staffing Impacts:

Legal Positions:
N/A

FTEs:
N/A

Special Instructions:

None

Attachments:

Independent Accountant's Report on Applying Agreed-Upon Procedures for the Santa Barbara County Recorder Social Security Truncation Program, First Required Review

Authored by: Heather Fletcher, Audit Manager

cc: Joseph E. Holland, Clerk-Recorder-Assessor