

DEPARTMENT: Auditor BY: Ken Hawkins PHONE: 966-7606
RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes No)

Allow Auditor to reissue stale-dated checks for amounts less than \$1,500 and less than 2 years old.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Historically, the Board has required the Auditor to present all stale-dated warrants to the Board for individual approval at Board meetings. The Board has realized that this is an unnecessary task which wastes a lot of staff time in preparation of agenda items regarding these items.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Negative action would maintain the practice of bringing all stale-dated checks to the Board for their approval.

<p>COSTS: () Not Applicable</p> <p>A. Budgeted current FY \$ _____</p> <p>B. Total anticipated costs \$ _____</p> <p>C. Required additional funding \$ _____</p> <p>D. Internal transfers \$ _____</p> <p>SOURCE: () 4/5ths Vote Required</p> <p>A. Unanticipated revenues \$ _____</p> <p>B. Reserve for contingencies \$ _____</p> <p>C. Source description: _____</p> <p>Balance in Reserve for Contingencies, if approved: \$ _____</p>	<p>SPECIAL INSTRUCTIONS: List the attachments and number the pages consecutively:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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<p>CLERK'S USE ONLY:</p> <p>Res. No.: _____</p> <p>Vote - Ayes: <u>4</u></p> <p> Absent: <u>0</u></p> <p> Approved: <u>4</u></p> <p> Minute Order Attached ()</p> <p>Ord. No. <u>914</u></p> <p>Noes: _____</p> <p>Abstained: _____</p> <p>() Denied</p> <p>() No Action Necessary</p> <p>The foregoing instrument is a correct copy of the original on file in this office.</p> <p>Date: _____</p> <p>ATTEST: MARGIE WILLIAMS, Clerk of the Board County of Mariposa, State of California</p> <p>By: Deputy _____</p>	<p>ADMINISTRATIVE OFFICER'S RECOMMENDATION: This item on agenda as:</p> <p><input checked="" type="checkbox"/> Recommended</p> <p><input type="checkbox"/> Not Recommended</p> <p><input type="checkbox"/> For Policy Determination</p> <p><input type="checkbox"/> Submitted with Comment</p> <p><input type="checkbox"/> Returned for Further Action</p> <p>Comment: _____</p> <p>A.O. Initials: <u>JK</u></p>
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AN ORDINANCE ESTABLISHING GUIDELINES FOR THE ISSUE OF STALE-DATED CHECKS

WHEREAS, the Mariposa County Board of Supervisors deems it to be in the public interest to delegate the authority to issue stale-dated warrants, and

WHEREAS, Government Code Section 29802 authorizes the Board to delegate such authority to the Auditor.

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, a political subdivision of the State of California, does ordain as follows:

SECTION 1: Section 3.16.070 entitled, "Issuance of stale-dated warrants" shall be added to Chapter 3.16 and to read in its entirety as follows:

The County Auditor shall reissue stale-dated warrants as follows:

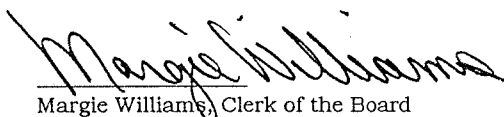
1. The payee shall sign an affidavit declaring warrant to be lost or destroyed and the circumstances leading to such loss or destruction.
2. Upon submission of affidavit, the Auditor shall verify that said warrant is stale-dated and void.
3. The Auditor will reissue the stale-dated warrant. To reissue, the Auditor will transfer funds from the stale-dated warrant revenue account into the original expenditure line item. When that transfer of funds is complete, the reissue of the stale-dated check to the payee will be released to the recipient.
4. If the warrant is greater than two years old and more than \$1,500 (fifteen hundred dollars), said warrant shall be presented to the Board for individual approval.


SECTION II: The ordinance shall become effective thirty (30) days after final passage pursuant to Government Code 25123.

PASSED AND ADOPTED by the Board of Supervisors of Mariposa County this 4th day of February, 1997 by the following vote.

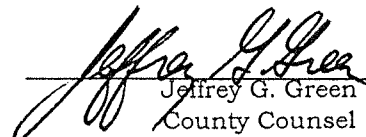
AYES: BALMAIN, STEWART, PARKER, PICKARD
NOES: NONE
ABSENT: REILLY
ABSTAINED: NONE

ATTEST:


Margie Williams, Clerk of the Board


Robert Stewart, Chairperson
Mariposa County Board of
Supervisors

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY


Jeffrey G. Green
County Counsel