

Reply to Common Council File No. 020858

From DOA-Budget and Management Division

October 2, 2002

Ref:02013(56)

Common Council file 020858 contains a resolution to write-off various departmental petty cash accounts. The Comptroller's Office recently preformed a reconciliation of the city's departmental petty cash accounts, change funds accounts and segregated checking accounts. According to the Comptroller's Office, the combined balance of these accounts on the city's books is \$32,655. However, departments confirmed a total of only \$31,178, \$1,477 short of the expected amount. After investigation into the shortfall, it was determined that the difference was unable to be reconciled.

Adoption of this resolution would authorize the City Comptroller to adjust the city's petty cash accounts, change fund accounts and segregated departmental checking accounts to the amount confirmed by the departments. The shortfall will be offset through a 2002 contingent fund appropriation of \$1,477.

RECOMMENDATION: APPROVE COMMON COUNCIL FILE 020858 TO WRITE OFF VARIOUS DEPARTMENTAL PETTY CASH ACCOUNTS.



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