

STAFF REPORT
City of Lancaster

CC 4
01/22/13
MVB

Date: January 22, 2013

To: Mayor Parris and City Council Members

From: Barbara Boswell, Finance Director

Subject: **Transfer of Funds for Unclaimed Checks for Items Less Than Fifteen Dollars Unclaimed for at Least One Year**

Recommendation:

Approve the transfer of funds for checks issued by the City for individual items less than fifteen dollars (\$15) which have remained unclaimed for the period of one year.

Fiscal Impact:

A \$330.38 increase to the City's General Fund revenue account.

Background:

California Government Code Sections 50050-50057 establish the rights and procedures related to unclaimed checks issued by local agencies and City Administrative Policy 200-08 stipulates the proper accounting and disposition procedures for these unclaimed checks. The City is permitted to seize any individual items of less than fifteen dollars (\$15.00) which remain unclaimed in the treasury or in the official custody of the City for the period of one year without the necessity of publication of a notice in a newspaper.

With Council approval, staff will transfer to the City's General Fund revenue account fifty-two (52) uncashed checks dated at least one year later than January 1, 2012, totaling \$330.38.

BB:NR

Attachment:

Listing of checks