

**STAFF REPORT**  
**City of Lancaster**

CC 7
07/22/2014
MVB

Date: July 22, 2014

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**

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**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 \$114.35 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 eighteen (18) uncashed checks, dated at least one year prior to June 30, 2014 totaling \$114.35.

BB:dd

**Attachment:**

Listing of checks