

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

November 18, 2025

FROM

GILBERT RAMOS, Assistant Executive Officer, Human Services

SUBJECT

Request for Relief from Liability for Cash Shortage

RECOMMENDATION(S)

Approve Request for Relief from Liability, in the amount of \$400, due to a cash shortage in accordance with Chapter 5 - Cash Shortages and Losses of the Auditor-Controller/Treasurer/Tax Collector's Internal Controls and Cash Manual, related to cash handling error shortages.

(Presenter: Cheryl Adams, Deputy Executive Officer, 388-0332)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). This item requests relief from liability for a shortage due to a discrepancy of \$400 between Human Services (HS) and Wells Fargo. Adequate appropriation and revenue are available in the HS Administrative Claim's 2025-26 budget to accommodate the shortfall.

BACKGROUND INFORMATION

HS Program Integrity Division seized cash from a welfare fraud investigation totaling \$103,114, however there was a discrepancy in the total amount when funds were deposited to the bank. On September 24, 2025, Wells Fargo counted the cash from the deposit and was \$400 short from the total count made by HS staff on the same date. HS investigated and found no proof of fraud or gross negligence by any employee.

The Auditor-Controller/Treasurer/Tax Collector's (ATC) Internal Controls and Cash Manual identifies the procedures that must be followed when reporting cash shortages. If the total departmental shortage exceeds \$200, the reporting department is required to submit a petition to the Board of Supervisors (Board) requesting relief from liability for the amount of the shortage.

The ATC has reviewed and approved the circumstances concerning this shortage and recommends a Relief from Liability. The ATC approved and signed the Request for Relief from Liability form on October 14, 2025. HS requests approval from the Board for a Relief from Liability in the amount of \$400.

PROCUREMENT

**Request for Relief from Liability for Cash Shortage
November 18, 2025**

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Daniella V. Hernandez, Deputy County Counsel, 387-5455) on October 23, 2025; Auditor-Controller/Treasurer/Tax Collector (Denise Mejico, Deputy Chief Auditor, 382-3107) on October 28, 2025; and County Finance and Administration (John Hallen, Principal Administrative Analyst, 388-0208) on October 29, 2025.

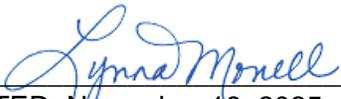
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November 18, 2025**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.
Absent: Col. Paul Cook (Ret.)

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: November 18, 2025



cc: File - Human Services
CCM 11/25/2025