



Interoffice Memo

DATE: 07-29-2019

PHONE: 909-387-9631

FROM: PROBATION DEPARTMENT

TO: INTERNAL AUDITS
Auditor-Controller/Treasurer/Tax Collector

SUBJECT: REQUEST FOR RELIEF FROM LIABILITY – PREPAID CARDS

We are requesting relief from liability for prepaid card shortages charged to the fund custodian Mandy Caudill in the amount of \$815.

Reason for Shortage

The shortages is due to cards becoming obsolete as a result of vendor merger.

Card Handling Error Statement

This shortage has been thoroughly investigated, and there is no proof of fraud or gross negligence on the part of any employee. The details of the shortage are on the attached page(s).

Therefore, we respectfully request relief from liability for the shortage as provided for in Chapter 5 and Chapter 19 of the Internal Controls and Cash Manual. In order to replenish our fund, an SAP Payment Document will be created payable to the fund custodian in the amount of the shortage charging our department's budget.

The fund custodian has reviewed the "cash control guidelines" set forth in Chapter 3 on the Internal Controls and Cash Manual in order to help avoid further instances of cash shortages.

Mandy Caudill

Fund Custodian (Name)

Mandy Caudill
Fund Custodian (Signature)

Eric Vara

Department Head (Name)

Eric Vara
Department Head (Signature)

Attachments – Shortage Details

AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR CERTIFICATION

Date 8-12-19

The circumstances concerning this shortage have been reviewed, and "Relief from Liability" is

Approved ☒; Disapproved ☐.

AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR

By Denise Mejico
Denise Mejico, Chief Deputy Auditor

8/19/19
DH
8/19/19
MB 8/19/19