

1 [Administrative Code - Cash Difference and Overage Funds]

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3 **Ordinance amending the San Francisco Administrative Code Section 10.82 to: 1)**
4 **authorize the Controller to establish cash difference and overage funds for the use of**
5 **any county officer or department head or judicial district handling judicial funds; 2) to**
6 **increase, reduce, or discontinue the funds; 3) require any county officer or department**
7 **head using such funds to report to the Controller; and 4) require the Controller to**
8 **annually report to the Board of Supervisors regarding the cash difference and overage**
9 **funds.**

10 **Note:** Additions are single-underline italics Times New Roman;
11 deletions are strikethrough italics Times New Roman.
12 Board amendment additions are double underlined.
13 Board amendment deletions are strikethrough normal.

14 Be it ordained by the People of the City and County of San Francisco:

15 Section 1. The San Francisco Administrative Code is hereby amended by amending
16 Section 10.82 to read as follows:

17 **SEC. 10.82. "CASH DIFFERENCE ~~FUND~~" AND "OVERAGE FUND."**

18 ~~"Cash Difference Fund" Created. There is hereby created a "Cash Difference Fund."~~

19 ~~"Overage Fund" Created. There is hereby created an "Overage Fund," in which all cash
overages shall be deposited.~~

20 (a) "Cash Difference and Overage Fund" The Controller shall create a "Cash Difference and
21 Overage Fund" for the use of any county officer or the administrative head of any county department or
22 judicial district handling judicial funds into which all cash shortages and overages shall be deposited.

23 (b) Regulation of Cash Difference and Overage Fund. The Controller may increase, reduce,
24 or discontinue any Cash Difference and Overage Fund. The Controller may issue regulations
25 regarding management and reporting of such funds.

1 ~~**Drawing Warrants; Use to Eliminate Cash Deficits Only.** The Controller is hereby authorized~~
2 ~~and he or she shall draw a warrant in favor of the Treasurer for such amounts as may be appropriated~~
3 ~~for this purpose. The Treasurer shall use such funds only to eliminate cash deficits as herein provided.~~

4 **(c) Reports of Cash Deficits and Overage.** Any officer or employee of the in any county
5 office, or departments, or officers enumerated herein, or judicial district in which a Cash Difference
6 and Overage Fund has been created, who receives and disburses money placed in his or her
7 custody as directed by law or by official authority, shall ~~rendersubmit~~ a written report, through
8 his or her respective department head, to the ~~Treasurer~~ Controller ~~at the close of each business~~
9 ~~day, a frequency to be determined by the Controller, but at least annually,~~ setting forth the exact
10 sum of any cash deficit or overage in his or her account for that ~~day~~ reporting period. Failure to
11 report ~~any on the~~ cash deficit or overage ~~at the close of the business day in which it occurred as~~
12 ~~required by the Controller~~ is a violation of this Section.

13 ~~Elimination of Deficit~~ **(d) Recordation of Deficit.** When a cash deficit is reported to the
14 ~~Treasurer~~ Controller, as herein provided, ~~he or she shall provide the amount required to eliminate~~
15 ~~such cash deficit; provided, that the amount thereof shall not exceed the amount available in the Cash~~
16 ~~Difference Fund; the Controller shall direct how to record and report such cash deficit.~~

17 ~~Deposits of Overage.~~ **(e) Recordation of Overage.** When an overage is reported to the
18 ~~Treasurer~~ Controller, ~~the amount thereof shall be immediately deposited in the Cash Overage Fund in~~
19 ~~the Treasury. The balance in the Cash Overage Fund at the end of the fiscal year shall revert to the~~
20 ~~General Fund. the Controller shall direct how to record and report such cash overage.~~

21 ~~Reports and Statements.~~ **(f) Reports to the Board of Supervisors.** ~~On or before the 10th day of~~
22 ~~each calendar month the Treasurer shall file with the Board of Supervisors and the Controller a~~
23 ~~statement covering the preceding calendar month, itemizing each cash deficit as to amount, date of~~
24 ~~occurrence and the name and civil service classification of each person whose account was reimbursed~~

1 ~~from the Cash Difference Fund, together with any additional information as may be required by the~~
2 ~~Board of Supervisors or by the Controller~~

3 ~~_____ The statement shall likewise itemize each item of overage occurring in the same preceding~~
4 ~~calendar month. The Controller shall submit a written report to the Board of Supervisors after the end~~
5 ~~of each fiscal year identifying the Cash Difference and Overage Funds in existence during the fiscal~~
6 ~~year, the amount of those funds, and the department using the fund. The Board of Supervisors may~~
7 ~~require the Controller to give an account of the Cash Difference and Overage Funds at any other time.~~

8 ~~_____ Application of Section. This Section shall apply to the employees of the following: Treasurer's~~
9 ~~office; Assessor's office; Tax Collector's office; Redemption Officer; the Clerk of the Trial Courts;~~
10 ~~Police Department employees who are specifically assigned to the receiving of funds; Department of~~
11 ~~Public Health, Bureau of Accounts, who are acting as cashiers; Office of Animal Care and Control;~~
12 ~~Department of Parking and Traffic; The Public Utilities Commission Customer Service Bureau.~~

13 ~~**Treasurer's Disallowance of Deficits.** The Treasurer, for good reason, may return disallowed~~
14 ~~any deficit report. Such disallowed report may be referred to the Board of Supervisors for its~~
15 ~~determination.~~

16 ~~**Rules and Regulations. (g) Administration of this Section.** The Treasurer~~Controller~~ shall~~
17 ~~establish rules and regulations for the administration of the purposes of this Section. Before~~
18 ~~issuing or amending any rules or regulations, the Treasurer shall provide a 30-day public comment~~
19 ~~period by providing published notice in an official newspaper of general circulation in the City of the~~
20 ~~intent to issue or amend the rules or regulations.~~

21 **APPROVED AS TO FORM:**
22 **DENNIS J. HERRERA, City Attorney**

23 **By:**

24 
25 **JEAN H. ALEXANDER**
Deputy City Attorney

TREASURER
BOARD OF SUPERVISORS



City and County of San Francisco
Tails
Ordinance

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 110583

Date Passed: September 06, 2011

Ordinance amending the San Francisco Administrative Code Section 10.82 to: 1) authorize the Controller to establish cash difference and overage funds for the use of any county officer or department head or judicial district handling judicial funds; 2) to increase, reduce, or discontinue the funds; 3) require any county officer or department head using such funds to report to the Controller; and 4) require the Controller to annually report to the Board of Supervisors regarding the cash difference and overage funds.

July 27, 2011 Budget and Finance Committee - RECOMMENDED

August 02, 2011 Board of Supervisors - PASSED, ON FIRST READING

Ayes: 11 - Avalos, Campos, Chiu, Chu, Cohen, Elsbernd, Farrell, Kim, Mar, Mirkarimi and Wiener

September 06, 2011 Board of Supervisors - FINALLY PASSED

Ayes: 11 - Avalos, Campos, Chiu, Chu, Cohen, Elsbernd, Farrell, Kim, Mar, Mirkarimi and Wiener

File No. 110583

I hereby certify that the foregoing Ordinance was **FINALLY PASSED** on 9/6/2011 by the Board of Supervisors of the City and County of San Francisco.

Angela Calvillo
Clerk of the Board

Mayor Edwin Lee

Date Approved