



**Local Agency Formation Commission of Napa County**  
Subdivision of the State of California

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*We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture*

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**Agenda Item 5c (Consent/Action)**

**TO:** Local Agency Formation Commission

**FROM:** Brendon Freeman, Executive Officer *BF*  
Dawn Mittleman Longoria, Analyst II/Interim Clerk *DML*

**MEETING DATE:** August 1, 2022

**SUBJECT:** Close Imprest Cash Fund

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**RECOMMENDATION**

It is recommended that the Commission authorize staff to close its imprest cash fund in the amount of \$100.

**BACKGROUND AND DISCUSSION**

For the past approximately 20 years, staff has maintained an imprest cash fund, also known as “office petty cash”, in the amount of \$100. Staff historically utilized petty cash for small office supply purchases as needed. However, staff has determined there is no longer any need for office petty cash. Notably, maintaining office petty cash involves an annual reconciliation process and submittal of Imprest Cash forms to the County, which is an unnecessary burden on staff time. With this in mind, staff recommends the Commission formally authorize staff to close out the imprest cash fund in the amount of \$100.

**ATTACHMENTS**

None

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Margie Mohler, Chair  
Councilmember, Town of Yountville

Mariam Aboudamous, Commissioner  
Councilmember, City of American Canyon

Beth Painter, Alternate Commissioner  
Councilmember, City of Napa

Brad Wagenknecht, Vice Chair  
County of Napa Supervisor, 1st District

Diane Dillon, Commissioner  
County of Napa Supervisor, 3rd District

Ryan Gregory, Alternate Commissioner  
County of Napa Supervisor, 2nd District

Kenneth Leary, Commissioner  
Representative of the General Public

Eve Kahn, Alternate Commissioner  
Representative of the General Public

Brendon Freeman  
*Executive Officer*