

Capitola City Council

Agenda Report



Meeting: November 21, 2024
From: Finance Department
Subject: Disposition of Unclaimed Checks

Recommended Action: Authorize the release of unclaimed checks in accordance with Government Code Section 50055.

Background: California Government Code Section 50055 allows unclaimed checks of three years to become the property of the local agency after public noticing, and unclaimed checks of less than \$15 to become the property of the local agency after a period of one year without the necessity of publication of a notice in the newspaper. The latter action must be authorized by the local agency's legislative body.

Discussion: In the City's financial system, there are four (4) checks that meet the criteria above. A public notice has been placed in the Santa Cruz Sentinel for the two (2) checks for more than \$15.00. The two (2) remaining checks are \$15.00 or less and require City Council approval to void and return the funds to the General Fund. These checks are enumerated below:

Check Date	Check #	Payee	Amount	Description
5/20/2022	100639	Gobrand Inc	\$ 2.00	Planning Dept. Refund
9/2/2022	101518	Monaghan Khyah Breanne	\$ 3.95	Police Dept. Refund

Fiscal Impact: Available cash will increase by \$5.95 and the associated expense accounts will be decreased by the original check amount.

Report Prepared By: Leda Laidlaw-Hunter, Accountant I

Reviewed By: Julia Gautho, City Clerk; Jim Malberg, Finance Director

Approved By: Jamie Goldstein, City Manager