

# STAFF REPORT

## City of Lancaster

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3/11/2025
TN

Date: March 11, 2025

To: Mayor Parris and City Council Members

From: George N. Harris II, Senior Director/Treasurer-Administrative Services

Subject: Transfer of Funds for Unclaimed Checks for Items Less Than Fifteen Dollars Unclaimed for at Least One Year.

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### **Recommendation:**

Approve the transfer of funds for checks issued by the City for individual items less than fifteen dollars (\$15) which have remained unclaimed for the period of one year.

**G.C. Section 84308:** No

### **Fiscal Impact:**

A \$1,556.89 increase to the City's general fund revenue account.

### **Background:**

California Government Code sections 50050-50057 establish the rights and procedures related to unclaimed checks issued by local agencies, and City Administrative Policy 200-08 stipulates the proper accounting and disposition procedures for these unclaimed checks. The City is permitted to seize any individual items of less than fifteen dollars (\$15.00) that remain unclaimed in the treasury or in the official custody of the City for the period of one year without the necessity of publishing a notice in a newspaper.

With Council approval, staff will transfer to the City's General Fund revenue account two hundred eighty (280) uncashed checks dated at least one year prior to February 20, 2025, totaling \$1,556.89.

### **Attachment:**

A. Listing of checks