

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE : MARCH 7, 2016

FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer



TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #2 – APPROVAL OF EXECUTIVE OFFICER'S EXPENSE REPORT

RECOMMENDATION:

Approve the Executive Officer's Expense Report for Procurement Card Purchases and expense claim for February 2016 as presented.

BACKGROUND INFORMATION:

The Commission participates in the County of San Bernardino's Procurement Card Program to supply the Executive Officer a credit card to provide for payment of routine official costs of Commission activities as authorized by LAFCO Policy and Procedure Manual Section II – Accounting and Financial Policies #3(H). Staff has prepared an itemized report of purchases that covers the billing period of January 23, 2016 through February 22, 2016

In reconciling the expenditures, it was noted that a purchase in the amount of \$43.20 was made against the LAFCO credit card that had not been authorized by the Executive Officer. Upon further investigation, it was determined that the transaction was fraudulent. The credit card was cancelled, and a new card was issued. Both the Auditor Controller's office and US Bank were notified of the fraudulent transaction. The LAFCO credit card account will be credited with the amount of \$43.20.

In the interim, the Executive Officer requested a temporary credit card through the Auditor Controller's office to cover expenses due to travel that needed to be completed prior to the arrival of the new card. These expenses will be reflected in next month's reconciliation report.

It is recommended that the Commission approve the Executive Officer's expense report as shown on the attachments.

KRM/rcf

Attachments



**COUNTY OF SAN BERNARDINO
PROCUREMENT CARD PROGRAM**

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number [REDACTED]	Cardholder Kathleen Rollings-McDonald	Billing Period 1/23/16 to 2/22/16
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Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
1-21	Currant American Brass	1	Dinner – Rollings-McDonald	CALAFCO Legislative Committee Meeting	58.53	R	Y
1-22	Sofia Hotel San Diego	2	Hotel – Rollings-McDonald	CALAFCO Legislative Committee Meeting	190.63	R	Y
1-22	Southwest Airlines	3	Air Fare – Rollings-McDonald	CALAFCO Legislative Committee Meeting	262.46	R	N
1-22	Advance Copy Service	4	Monthly Payment	Sharp Photo Copier	453.57	R	Y
1-25	Thomas West	5	Monthly Payment	Law Library Updates	178.42	R	Y
2-04	Advance Copy Service	6	Monthly Payment	Sharp Photo Copier	465.58	R	Y
2-09	Daisy IT	7	Monthly Payment	Office Supplies – Flash Drive	8.99	R	Y
2-09	Daisy IT	8	Monthly Payment	Office Supplies – Copy Paper 3-hole, envelopes, Black & Blue Toner, etc.	1,060.98	R	Y
2-09	Daisy IT	9	Monthly Payment	Office Supplies – Copy Paper	142.89	R	Y
2-10	Storetrieve	10	Monthly Payment	Records and Storage Maintenance	49.03	R	N
2-11	Verizon	11	Payment	Phone line for Alarm & Fax	111.07	R	Y
2-11	Verizon	12	Payment	Phone line for MBPS CIRCUIT	953.99	R	Y
2-11	Thomas West	13	Monthly Payment	Law Library Updates	178.42	R	Y
2-19	Mini Market La Brisa	14	Fraudulent Purchase	Fraudulent Purchase	43.20	D	UNK

The undersigned, under penalty of perjury, states the above information to be true and correct. If an unauthorized purchase has been made, the undersigned authorizes the County Auditor/Controller-Recorder to withhold the appropriate amount from their payroll check after 15 days from the receipt of the cardholder's Statement of Account.

Cardholder (Print & Sign) Kathleen Rollings-McDonald	Date 3/7/16
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Approving Official (Print & Sign) James Curatalo, Chairman	Date 3/16/16
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