3-05/100.15 - Reporting Procedures Regarding Loss of Funds

Any unit which discovers a loss of funds at their location due to a burglary, mysterious disappearance, or embezzlement shall proceed as follows:

- Make an immediate phone notification to Fiscal Administration, Revenue and Billing;
- File a Incident Report (SH-R-49) and distribute as follows:
  - Original copy to Records and Identification Bureau (RIB);
  - Mail two copies to the auditor controller, Audit Division; and
  - One copy to accompany SH-AD-32A to division chief or division director.
- Send a SH-AD-32A, signed by the unit commander to the division chief or division director. The SH-AD-32A shall include:
  - A brief description of the circumstances surrounding the loss;
  - The amount of the loss;
  - List of items (property) lost; and
  - Money and securities segregated by type (revolving fund, Department collections, current county collections, etc.). If receipts were issued for the loss involved, the numbers of such receipts should be indicated.
- After review by the division chief or division director, the SH-AD-32A shall be forwarded to the Director of Fiscal Administration.