

## 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.
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