County Manager's Office

COUNTY OF SAN MATEO

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WEB PAGE ADDRESS: http://www.co.sanmateo.ca.us

BOARD OF SUPERVISORS

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John L. Maltbie
COUNTY MANAGER/
CLERK OF THE BOARD

(650) 363-4123
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October 9, 2012

Bill Kehoe, Chair
Midcoast Community Council (MCC)
PO Box 248
Moss Beach, CA 94038

Subject: Annual Allocation for MCC Operations for FY 2012-13

Dear Bill:

The County Manager's Office has been informed by Supervisor Horsley's Office that the Midcoast Community Council (MCC) wishes to receive its new annual appropriated amount of $3,000 in one lump sum payment. In order to support such a disbursement, we require that MCC acknowledge and confirm the following:

1. MCC is an Advisory Commission, without authority to obligate or to act on behalf of San Mateo County.
2. The funds received from San Mateo County are to be placed in a separate bank account, not mingled with other funds (and we recommend access only by the Chairperson and one other officer).
3. The funds are to be spent for lawful MCC purpose and accounted for in the following categories: Printing and Copy Services; Postage and Mailing; Other Office Expenses; Meeting Expenses; Office Equipment Rental (if any); and Telephone Service Charges.
4. At the end of each fiscal year, MCC is to account for all funds spent by submitting to the San Mateo County Manager, a written report including original receipts and a written reconciliation of the account including all original bank statements and all original voided and/or cancelled checks.
5. This account and all transactions are subject to audit by the San Mateo County Controller.

If you accept the terms listed above, please sign and return to my office and a check will be sent to your Council.

Sincerely,

County Manager, John L. Maltbie

Acknowledged and Confirmed

By: _____
    Chairperson of MCC

cc: Honorable Don Horsley, Supervisor, District 3
       Bob Adler, County Controller
       John Beiers, County Counsel