



# MEMORANDUM

Date: August 16, 2023

To: The Honorable Chair and Members  
Pima County Board of Supervisors

From: Jan Lesher   
County Administrator

Re: **Additional Information for the August 8, 2023 Board of Supervisors Meeting – Consent Calendar Agenda Item Nos. 5-7, Recorder's Office Document Storage and Retrieval Fund**

At the last Board of Supervisors Meeting on August 8, 2023; Consent Calendar Agenda Item Nos. 5 – 7 were continued upon a request for a memorandum from Finance and Risk Management to verify reconciliations as amended are accurate. Attached please find the response from Finance and Risk Management Director Ellen Moulton.

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JKL/dym

Attachment

c: Carmine DeBonis, Jr., Deputy County Administrator  
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer  
Steve Holmes, Deputy County Administrator  
Ellen Moulton, Director, Finance and Risk Management

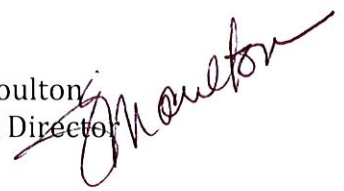
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**MEMORANDUM**

Date: August 16, 2023

To: Jan Leshner  
County Administrator

From: Ellen Moulton  
Finance Director



Re: **Follow-up to Board of Supervisors August 8, 2023, Consent Calendar  
Agenda Item Numbers 5-7 – Recorder's Office Document Storage and  
Retrieval Fund**

Finance and Risk Management has verified that the total revenues, expenditures, and fund balance within the amended July and August Recorder's Office Document Storage and Retrieval Fund summary reports, and also the regular September through June summary reports, are accurate based upon the information provided. As stated by the Recorder's Office at the August 8, 2023, BOS meeting, Finance and Risk Management worked with Recorder's Office staff to ensure that the reconciliations were properly amended and are now accurate.